



Monroe Fire Protection District



Board of Trustees

Meeting Agenda

December 8th, 2021

Meeting held via ZOOM at 6:00 PM EST

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

Vicky Sorensen
Chair

C. Ed Brown
Fiscal Officer

Mark Kruzan
Vice-Chair

Daniel Vest
Board Trustee

Christina Courtright
Board Trustee

1. **Call to Order and Roll Call**
2. *Changes or Amendments to Agenda*
3. Public Comment
4. *Approval of Minutes*
5. **Unfinished Business**
 - a. *2022 Salary Ordinance*
 - b. *2022 Volunteer Contract*
 - c. *MFPD Personnel Handbook*
 - d. *Promotion Processes*
6. **Department Updates**
 - a. Legal Counsel – Christine Bartlett
 - b. Statistics – Chief, Dustin Dillard
 - c. Special Operations and EMS – Chief, Dustin Dillard
 - d. Operations – Deputy Chief, George Cornwell
 - e. Training – Training Chief, J.J. McWhorter
 - f. Community Risk Reduction – Deputy Chief, Steve Coover
 - g. Financial – Financial A.A., Lorie Robinson
 - h. Administrative – Chief, Dustin Dillard
7. **New Business**
 - a. *Financial – Claims*
 - b. *Financial – Statement*
 - c. *Defibrillator Replacements*
 - d. *PPE and Equipment Purchases*
8. **Next Meeting Scheduled: January 12th @ Station 22, 3953 S. Kennedy Drive or via Zoom if the Emergency Order is still in effect**
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 6:00 p.m. EST Wednesday, November 10, 2021 via a Zoom meeting due to the COVID-19 pandemic. 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.

Those present were as follows:

- Vicky Sorensen, Chair
- Mark Kruzan, Vice Chair
- C. Ed Brown, Fiscal Officer
- Dan Vest, Trustee
- Christina Courtright, Trustee

Those absent were as follows:

Others present were as follows:

- Dustin Dillard, Chief, MFD
- George Cornwell, Deputy Chief, Operations
- Steve Coover, Deputy Chief, Community Risk MFD
- Matt Bright, Deputy Chief, EMS MFD
- Joel Bomgardner, Assistant Chief, Administration, MFD
- Christine Bartlett, Attorney, Ferguson Law
- Tammy Bovenschen, Administrative Assistant MFD
- Lorie Robinson, Financial Assistant MFD
- Darrell Cooper, IT, MFD
- Jeff Combs, House Captain, MFD
- Shane Chapman, Lieutenant, MFD
- Tess Hazel, Chauffer, MFD
- Andrew Craig, FF, MFD
- Holly Cooper, Resident

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

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.

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. Seeing no one from the public, the procedure was only shown on screen and not read aloud.

MINUTES OF PREVIOUS MEETING

Minutes from the October 13, 2021 regular meeting, were presented to the board for approval. Chair Sorensen asked if there were any questions or comments concerning the minutes. Seeing none, Chair Sorensen called for a motion to approve the minutes.

Vice-Chair Kruzan made a motion to approve the minutes of October 13, 2021 regular session as presented
Fiscal Officer Brown 2nd
Motion passed 5-0

OLD BUSINESS

a. Legal Updates

Mrs. Bartlett informed the board that the Governor extended the State of Public Health Emergency until December 1, 2021. The Governor can extend the order for 30 days at a time. Due to the extended time, we can continue to meet via Zoom for the month of November.

Mrs. Bartlett stated that she will be attending a webinar on the OSHA vaccine mandate that is Indiana specific to see what implications there may be for MFD.

b. Promotion Process

Chief Dillard explained to the board that we have completed the lieutenant and sergeants process. We are reviewing the lieutenant scores as there were 3 candidates that their scores were within 1% of each other. Chief Dillard stated that he would like to recommend for the sergeants the following four individuals:

1. Jonathan Young
2. Andrew Craig
3. Jeremy Carpenter
4. Kole Jones

Chief Dillard explained that there will be some vacancies filled from this list, however we would like to continue with our hiring and promotional process established last year. The process will have promotions happening on odd numbered years and hiring's happening on even numbered years. The list of individuals who succeed in the hiring or promotion process will be held for two years.

Chief Dillard stated that the next promotional process is for the Chauffeur position. The skills testing portion will be held on December 1st at Station 25 if any board would like to see the skills portion of the process. The skills portion will take a majority of the day, beginning around 8:30am with a break for lunch and concluding sometime in the afternoon.

Chief Dillard will report back in December on the lieutenant process after the recount.

NEW BUSINESS

a. Department Update

i. Statistics

	<u>October 2021</u>
TOTAL Emergency Calls	344
Fire Calls	8
Over Pressure Rupture, Explosion, Overheat	0
EMS Calls	260
Hazardous Conditions	21
Service Calls	6
Good Intent Calls	24
False Alarms	25
Severe Weather	0
Special Incidents	0
Incidents by Township	267
Bloomington	34
Clear Creek	45
Indian Creek	3
Perry	78
Van Buren	107
Incidents – Contracted Townships	60
Benton	24
Polk	5
Salt Creek	14
Washington	17
Incidents by Aid Given	17
Bean Blossom	0
Bloomington City	3
Ellettsville	4
Richland Township (EFD)	4
Greene County	6
Lawrence County	0
Brown County	0

Average Response (dispatch to arrival on scene) 7 min 48 sec

Average Turnout (dispatch to enroute)	1 min 05 sec
Average Time on Scene	23 min 06 sec

SOR (Statements of Refusal) signed: 13

Deputy Chief Bright explained to the board that we are now collecting data on number of patient refusals for ambulance obtained by MFD personnel.

Deputy Chief Bright stated we have made 3,441 calls in 2021 so far, with 76% of those being EMS, 5% being Fires and 19% other related calls. Station 29 is still the most active station, followed by Station 22 and then Station 25. Our calls seem to be equal among the three shifts, averaging about 1,100 calls per shifts.

Chair Sorensen asked if we had always been obtaining SOR's or if this was something new for the district. Deputy Chief Bright explained that this was not practice for the district to do, however, the ambulance service has always maintained this data. However, with the longer response times for ambulance arrival it was leaving our crews on scene longer than they were needed and will allow us to get back in service more quickly.

ii. Administrative Report

Chief Dillard informed the board that IT Specialist Darrell Cooper had done extensive work in preparation for tonight's meeting, however technical difficulties are not allowing things to run as smoothly as we had planned.

Chief Dillard explained that we have seven new firefighters going through a recruit academy this week which will conclude with a swearing in ceremony on Saturday, November 13.

Chief Dillard stated that we have received the ISO report back and we have obtained the water shuttle credit. This is very beneficial for us and our residents. This means, that anyone in the fire district within five miles of any of our stations will receive our ISO credit of 4. Previously anyone outside of 1,000 feet of a fire hydrant, which is most of our district, were a class 9. The rating we received is a 4. This rating will become effective in February 1, 2022. Chief Dillard stated that we will be making an announcement with the most full and accurate information we can give to residents closer to February 1, 2022. We will have another ISO review next spring and summer. Chief Dillard stated that he hopes to be rated as a 3. Part of this could be due to the fact that we were only allowed to submit ¼ of a year's worth of training, thus giving us only ¼ credit. This was due to the fact that we were a newly formed District. Next years review we will have a full year of training to include in our review.

Vice-Chair Kruzan wanted to thank everyone involved. This is a great accomplishment for the District. Chair Sorensen also thanked the staff for their dedication to residents of the District.

Chief Dillard stated that the Personnel Manual has been sent to the board for review. Please give us your input this evening so that we can get any changes made and provide the board with our final draft for approval in December.

Chief Dillard stated that we have one proclamation still to deliver, but have not had a chance to get with that township trustee as of yet.

Other items Chief Dillard updated to the board:

- MFD has received a Wildland Fire Grant in the amount of \$10,000. This will be executed in 2022
- MFD has received a Fitness Grant in the amount of \$50,000. This will be used to equip stations with fitness equipment. All firefighters are required to complete 45 minutes of physical fitness each shift
- Volunteer Contract for 2021 has been fully executed
- Station 39's flagpole has been installed. Chief Dillard thanked Captain Jeff Bailey and his sons, Firefighter AJ Bowers, Heartland Construction and J&J Concrete for their time, effort and contributions
- All parts of the new server system have arrived. HAL is on his way

iii. Operations

Deputy Cornwell updated the board that the fire gear approved early has arrived and been distributed.

The UTV parts have all been received and will be installed sometime next week. We hope to have the UTV back in service by late next week.

Deputy Chief Cornwell has been going to all stations and sorting and cleaning areas. We have cleaned out the back garage at Station 29, which we will use as a central location to store spare fire/rescue items.

We are currently having some SCBA bottles hydrotested. BTECH locally has approximately 15-30 bottles they are testing. SCBA bottles are placed in service for fifteen years, then must be hydrotested every five years. Previously, hydrotesting could be done twice, and then bottles could no longer be used, however at FDIC we learned that a company in Colorado can recertify bottles for an additional fifteen years. We will be looking into this process in the future.

Ladder 25, is currently out of service. Deputy Chief Cornwell stated that there were recent recalls on the apparatus, which is why it was originally taken out of service, however, during the recall repairs it was determined that there was a head gasket leaking. This is covered by warranty and should be done next week and back in service.

Donley Safety has been down this week conducting the flow testing of all air pieces and bottles on our apparatus. Thank you to Lieutenant Brad Wellman for setting this up.

Deputy Chief Cornwell will continue to work on SOG's.

Ms. Courtright asked about the Aircraft Rescue standby on Deputy Chief Cornwell's report. Ms. Courtright as if we owned any aircraft at the airport or if this was aircraft that was on standby should we need them for an emergency. Deputy Chief Cornwell explained that the District does not own any aircraft. He stated that the ARFF standby is notification we receive from the Monroe County Airport when large aircraft will be landing. We are placed on standby should there be any occurrence we would be needed for. Currently the airport has their own personnel for any emergency, however, should an emergency arise, we then become the emergency provider.

Chief Dillard explained that this will assist us to help plan for ARFF firefighter coverage of the airport in future years. Chief Dillard went on to explain that there are crash trucks and that the FAA requires a plan in place should an accident occur. Chief Dillard would like for the district to be more involved in the process at the airport, so that we are ready with all equipment needed should an emergency arise. Currently we receive notice of any large aircraft arriving or departing the Monroe County Airport. In the future we would like for district personnel to be on the runway when these planes are arriving and departing.

iv. Emergency Medical Services – Special Operations

Deputy Chief Bright explained that he is continuing to work with Dispatch on getting our stations toned out correctly. During the month of October, we received 17 incorrect tone outs.

Deputy Chief Bright stated that while we are reporting issues to Dispatch, it was noted that actual dispatchers were not receiving information about a call that has been entered incorrectly. Deputy Chief Bright is now sending that information to the dispatcher supervisor as well. We are still getting calls sent to the wrong District station, and we are working to get that corrected.

Deputy Chief Bright stated that another issue is the Pro QA, which is essentially quality assurance. This is a program that should send the correct apparatus and station on a call. When dispatch went to the new format, labeling calls with Alpha, Bravo etc., we were not informed that the ambulance service would not be running emergent on Alpha calls. So, after arrival to an Alpha call, we have found that in some instances, the call should have been upgraded. One call in instance we were dispatched as Alpha but when we arrived, the individual was actually having a heart attack. The assessment of calls at dispatch are something we have discussed with the supervisor of dispatch.

Chief Dillard stated that our personnel are running emergent on all calls, and until the system is fixed, we will be running emergent on all calls, unlike the ambulance service.

Chief Dillard stated that the CAD issues we are having have been sent to the proper individuals in hopes to get corrected quickly.

Chief Dillard is continuing to look into options the fire district has that will help the community in matters where we have had issues getting ambulances to our rural community areas. We currently are at a point where we would like to start looking at ways to get ambulances in our rural areas.

Deputy Chief Bright explained that F Service calls is a new type of calls that dispatch is using. These calls are generally lift assistance calls. However, we were unaware that an ambulance was no longer being dispatched on this type of call. Since the district was not informed that an ambulance was not dispatched for these types of calls, our crews were waiting for an ambulance to arrive, that was never dispatched. This has led to the district being on scene for thirty minutes or more sometimes, when an SOR could be obtained and we can leave the scene.

Vice-Chair Kruzan is super concerned about the issues at dispatch. Vice-Chair Kruzan would like to have a report at all board meetings of runs made that could have been non-emergent calls. Chief Dillard stated that we are currently having all calls types reviewed after each call. We should be able to report those numbers back to the board. Vice-Chair Kruzan asked if we are making too big of a deal out of the dispatch issues. Deputy Chief Bright stated that the issues we are seeing are very serious and need to be addressed. Vice-Chair Kruzan asked if these issues were only EMS calls or are Fire Calls also being dispatched as emergent when they could be a non-emergent call. Chief Dillard stated that it is not specific to just EMS, it is Pro QA in general.

Fiscal Officer Brown asked if the station dispatch issues were dispatcher issues or programming issues. Deputy Chief Bright explained that it is a programming issue and because we are dispatched by station instead of apparatus, that could be part of the issue.

Board Trustee Vest asked if the CAD comments could help our crews determine if they needed to run emergent. Deputy Chief Bright explained that we do read the comments, however with the ProQA statements are not always very clear.

Deputy Chief Bright stated that we have begun our yearly physicals with all personnel.

Deputy Chief Bright explained that he is working on getting additional stats for ambulance service from surrounding counties. Deputy Chief Bright will be reporting back with more information on possibly purchasing our own ambulance. Board Trustee Vest asked if we have an estimate of the cost to fully equip an ambulance. Deputy Chief Bright stated that it could cost upwards of \$30,000 to equip and that isn't including the cost of the ambulance itself. Deputy Chief Bright stated that there are some grants that we can apply for to help fund. Vice-Chair Kruzan thanked Deputy Chief Bright for the work done so far.

v. **Community Risk**

Deputy Chief Coover updated the board on ongoing events.

- We are finalizing a fire watch outline for use by occupancies with fire alarm issues
- We are working to complete a fire prevention ordinance
- We are monitoring the issues with dispatch and will help to provide a standard of service for the District
- INDOT – we are monitoring the progress for the Harmony Road bridge and still working on the required permitting for the Burch Road gate.
- Working with the State Fire Marshal in data sharing of run types throughout the state and methodologies to reduce the number of these incidents.
- Homebound Hoosier vaccine delivery is on hold due to lack of participation.
- Currently working with MCCSC to establish a youth fire prevention and intervention program. We are also working to assist them with the prevention of potential violence in the schools.
- We are working with IVY Tech on the purchase of a digital fire simulator as part of a training sharing program.
- We are continuing our preplans and safety surveys.

- Working with Adult Services of Monroe County with an issue on Kings Road.
- We have provided an overview of critical incident stress management to the newly hired firefighters.
- We have provided the requested information to Indiana Donor's Network regarding a patient.
- We attended several fire prevention activities in October.
- We are initiating a request for limited access right of way on I69 North for the station being built in Washington Township.
- We are waiting on search warrant information to return for a fire investigation.
- We will be posting deer safety awareness information on social media.
- We will be working with the Bloomington Police Department to coordinate a training session with a scenario for negotiators with a suicidal person.
- We are working with Monroe County EMA to plan the 2022 Safety calendar and events.
- We are working with Area 10 for assistance to seniors regarding health care access.

vi. Training

Chief Dillard spoke for the training division as Assistant Chief McWhorter was not available. During the month of October, 2,781 hours of training was completed. 1,886 of those hours were by full-time firefighters. Upcoming in October:

- We have started our two-week academy for the new hires, over the course of the first two weeks in November the recruits will be training on hazardous materials, self-contained breathing apparatus, stress management, teambuilding fire behavior, building construction firefighter survival, hose loads and advancement, ventilation, forcible entry, sprinklers and standpipes, ropes, knots, communications, EMS and live fire operations.
- We would like to offer an invitation to come join us November 12th through the day to come and see the recruits in action during the live fire evolutions. We will be starting at around 0730 with a lunch break around noon and ending about 1700
- We will be having a badge pinning ceremony on November 13th at 1000 at The Calvary Baptist Church 3501 N. Prow Rd. This will be to swear in the newly hired employees of the Fire District from the past year. We would love for you to attend
- Shift training for this month will be live fire evolutions, emergency vehicle operations (EVOC) and hazardous materials

- We will be helping the countywide training for this quarter, it is a hazardous material scenario that will be taking place at the City of Bloomington's Public Safety Training Tower. We will utilize a hazardous materials prop trailer from the Indiana Department of Homeland Security (IDHS). Joining us, should be Bloomington Fire Department and Ellettsville Fire Department
- We met with the Inspector from Indiana Department of Environmental Management (IDEM) and he has given his approval for our two acquired structures, now we are just waiting on the actual permits
- We are in the process of finishing up the fit testing of all the personnel. This is an annual requirement to make sure the correct size of SCBA mask is worn by each individual.

b. Background Checks

Assistant Chief Bomgardner explained to the board that we would like to move to the more in-depth background check at the cost of \$50.00.

Vice-Chair Kruzan made a motion to allow the administration to determine the level of background check to be done with new hires.

Fiscal Officer Brown 2nd

Motion passed 5-0

c. Amend 2021 Salary Ordinance -001-2021

Financial Administrative Assistant Mrs. Robinson stated that there were a few areas in the 2021 salary ordinance that needed to be corrected.

Board Trustee Courtright would like to be sure that the titles of the board are addressed correctly as Chair and Vice-Chair.

Vice-Chair Kruzan made a motion to approve the amended salary ordinance as presented.

Fiscal Officer Brown 2nd

Motion passed 5-0

d. 2022 Salary Ordinance

Financial Administrative Assistant Mrs. Robinson presented the board with the changes for the 2022 Salary Ordinance. Board Trustee Courtright asked where the additional board members in 2022 would be coming from. Mrs. Robinson stated that would be the Benton and Washington Township representatives.

Mrs. Robinson stated that we would like to include in the 2022 Salary Ordinance to address mileage reimbursement to be paid based on the federal mileage rate. The other additional information included in the 2022 ordinance is the one-time payment for early retirement under the civilian perf. The items are both addressed in the

personnel handbook that is up for review this evening. The 2022 salary ordinance will be tabled until the December meeting.

e. 2022 Volunteer Contract

Assistant Chief Bomgardner presented the board with the 2022 Volunteer Contract. This is just for review this evening and will be tabled until the December meeting. He informed the board that we would like in the future to bring the upcoming years contract to the board in November for a December vote.

f. 2022 Schedule of Board Meetings

Administrative Assistant Mrs. Bovenschen presented the board with a schedule for meeting dates and locations for 2022. Vice-Chair Kruzan asked if the meeting time is also set by this schedule. Mrs. Bovenschen stated that there are not times listed yet and that can be up for discussion. Vice-Chair Kruzan would like to add to next month a discussion on the start time of board meetings in 2022.

Vice-Chair Kruzan made a motion to approve the 2022 Schedule of Board Meetings.
Board Trustee Vest 2nd
Motion passed 5-0

g. MFPD Personnel Handbook

Chief Dillard spoke to the board concerning the personnel handbook. We would like to have this approved at the December meeting with any changes the board may have. After much discussion, board members and legal counsel gave the administration suggests for grammar, punctuation and language content to be changed. This item was tabled until the December meeting.

h. Proposed Changes to Agenda and Board Presentation

IT Specialist Darrel Cooper spoke with the board to explain the changes the administration would like to do to allow the presentation of items for the board to be more consistent and streamlined. We have created a slide-show which will allow content to be more consistent for meetings.

Vice-Chair Kruzan thanked Mr. Cooper for all of his work on the presentation and applauded his efforts to add clarity and consistency to our meetings.

i. Small Vehicle Quotes

Chief Dillard stated that we have finally received quotes from Bloomington Community Ford for Ford F150 vehicles. The only government pricing we could get was from Ford due to the industry issues. We did get state pricing for these quotes.

Chief Dillard would like to have approved the purchase of two vehicles, one to replace Squad 22 and one for a Command vehicle that needs to be replaced.

The quotes received are \$39,859.25 for each vehicle.

Fiscal Officer Brown made a motion to approve the purchase of two small vehicles with state government pricing of \$39,859.25 per vehicle.

Board Trustee Vest asked if the quotes included the lights, sirens and lettering. Chief Dillard explained that this quote is only for the vehicle, not for any of those additional items. Chair Sorensen asked what line item this will come from. These will come from the Cumulative Fund.

Board Trustee Courtright 2nd
Motion passed 5-0

CLAIMS AND FINANCIAL REPORT

Claims:

a. Monroe Fire Protection District Claims:

Mrs. Robinson presented claims signed October 11, October 26 and October 29, 2021.

Payroll: Included the semi-monthly payrolls for October 2021.

Chair Sorensen called for a motion to approve claims for October 2021.

Vice-Chair Kruzan made a motion to approve claims October 2021.

Fiscal Officer Brown 2nd

Motion Passed 5-0

b. District 8 Claims:

Mrs. Robinson stated there are no District 8 claims.

c. Financial Report:

Mrs. Robinson stated that the Certified Financial Statement for October 31, 2021 is presented for your approval. Mrs. Robinson stated that the summary report shows that we could have expended 83% of our budget at this time. We have currently expended 73% of the budget overall. Mrs. Robinson stated that everything is in line for the cumulative fund.

Vice-Chair Kruzan made a motion to approve the Certified Financial Statement for October 31, 2021.

Fiscal Officer Brown 2nd

Motion passed 5-0

Mrs. Robinson stated that she would like to do some transfers within categories so that each category is in the black based on her projections. Mrs. Robinson has completed a cash flow analysis for the rest of this year and for the upcoming 2022 year.

Mrs. Robinson informed the board that open enrollment will begin for all employees

for health, vision and dental insurance. Our rates will not be increasing thanks to a rate hold on all three. Vice-Chair Kruzan asked if any of the coverage or deductibles will change in 2022. Mrs. Robinson stated that nothing will change for any of the policies. Mrs. Robinson would like to make the HSA payments quarterly in 2022 and will make the change in the 2022 Salary Ordinance for approval.

NEXT MEETING

Chair Sorensen stated that the next meeting will be December 8th, currently set for a Zoom meeting. Chair Sorensen thanked the board and staff for continuing to work to improve these meetings for everyone.

ADJOURN

Chair Sorensen called for a motion to adjourn.
Fiscal Officer Brown made a motion to adjourn at 9:09p,
Motion passed 5-0

Dated: November 10, 2021

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

Christina Courtright, Trustee

Christina Courtright, Trustee

Daniel Vest, Trustee

Daniel Vest, Trustee

Copy furnished:

Mrs. Vicky Sorensen, Chair
Ms. Christina Courtright, Trustee
Mr. Daniel Vest, Trustee
Mr. George Cornwell, Deputy Chief
Mrs. Christine Bartlett, Legal Counsel

Mr. C. Ed Brown, Fiscal Officer
Mr. Mark Kruzan, Vice-Chair
Mr. Dustin Dillard, Fire Chief
Mr. David Ferguson, Legal Counsel
Station No. 22, Bulletin Board

Station No. 21, Bulletin Board
Station No. 24, Bulletin Board
Station No. 29, Bulletin Board

Station No. 23, Bulletin Board
Station No. 25, Bulletin Board
Station No. 39, Bulletin Board

Monroe Fire Protection District

3953 S. Kennedy Drive
Bloomington, Indiana 47401 - 9619

Business: (812) 331-1906
Fax: (812) 336-1166

January 1, 2022

Ordinance 03-2021 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 2022

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 2022.

1.) Full Time Employees' Salary:

<u>Title/Position</u>	<u>Salary per annum</u>
Chief	\$ 82,400.00
Deputy Chief	\$ 77,250.00
Assistant Chief	\$ 72,100.00
IT Specialist	\$ 75,000.00
Battalion Chief	\$ 66,950.00
Fire Marshal	\$ 66,950.00
Mechanic	\$ 66,950.00
1st Class Firefighter	\$ 61,800.00
Administrative Assistant	\$ 65,000.00

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	\$ 20,000.00
(4) Deputy Chiefs	\$ 15,000.00
(3) Assistant Chiefs	\$ 12,500.00
(6) Battalion Chiefs	\$ 10,000.00
(9) Captains	\$ 7,500.00
(17) Company Officers	\$ 3,500.00
(16) Sergeants	\$ 2,500.00
(18) Chauffers	\$ 1,500.00
(6) Part time Chauffers**	\$ 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) 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.) Incentive:

All full time and part time employees: An amount of up to Six hundred dollars (\$600) per year may be paid to persons who attain/maintain first responder status and perform these duties satisfactorily, per Board approved program.

Full time employees who attain/maintain certified (EMT) emergency medical technician status and perform these duties satisfactorily may be paid an additional Six hundred dollars (\$600.00) per annum. This additional amount may be paid from the incentive line in the annual budget. Full time employees will receive \$600.00 in June and \$600.00 in December if certified as both.

An amount of up to Five hundred dollars (\$500.00) per annum may be paid to full and part time persons who attain/maintain HazMat Tech Certification. This additional amount may be paid from the incentive line in the annual budget and will be included in the two (2) times a month pay check for full time employees.

Part time employees who attain/maintaining HazMat Tech Certification will receive \$500.00 in December.

After one year of full-time service, An amount of up to Five hundred dollars (\$500.00) per annum may be paid to full time employees who hold or attain an AS degree. After one year of full-time service, An amount of up to One thousand dollars (\$1,000.00) per annum may be paid to full time employees who hold or attain a BS degree. This additional amount may be paid from the incentive line in the annual budget and will be included in the qualifer'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. Seven hundred fifty dollars (\$750.00) may be paid for each six (6) month period, normally in June and December.

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.

In the July 2000 routine audit, the Indiana State Board of Accounts recommended this allowance be paid as an element of salary and subject to normal withholding.

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 \$3,460 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:

Full-time 1977 Fund Firefighters: The certified salary of a first class firefighter for calendar year 2022, will be sixty-one thousand eight hundred dollars (\$61,800.00) plus longevity up to 20 years, which is a maximum of three thousand dollars (\$3000.00) for a total of sixty-four thousand eight hundred dollars (\$64,800.00).

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:

All 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 & Vision insurance.

Employees must notify the District within thirty (30) days of beginning employment if employee wishes to be on the District's insurance plan. Employees must notify the District by August 1 of the preceding year if employee plans to add any eligible dependents to the District's insurance plan the following calendar year. Eligible dependents may be added to the District's health insurance plan 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 District 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 a contribution to the employee's HSA in the amount of \$2,000.00 (prorated for mid-year hires)

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.

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. 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 Years Day
2. Memorial Day
3. Good Friday
4. Independence Day
5. Labor Day
6. Veterans Day
7. Thanksgiving Day
8. Christmas Eve
9. Christmas Day
10. New Years 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 standard IRS mileage reimbursement guideline each year.

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 Social Security and/or Medicare. Refer to the MFPD Employee Handbook for further details.

Ordinance 03-2021
Salary, Wages, Compensation and Allowances Ordinance

**PASSED BY THE BOARD OF TRUSTEES OF THE MONROE FIRE PROTECTION DISTRICT
BLOOMINGTON, MONROE COUNTY, INDIANA,
ON THIS 8TH DAY OF DECEMBER, 2021.**

"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

ATTEST: _____
Ed Brown, Fiscal Officer

CALENDAR YEAR 2022

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

THIS AGREEMENT to be effective this 6th day of December, 2021, 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 2022, the District will pay the Association up to sixty thousand dollars (\$60,000) for providing services described in this agreement. The District will pay the Association by the 15th of November, 2022, forty-five thousand dollars (\$45,000). The remaining amount of fifteen thousand dollars (\$15,000) will be paid by the 30th of December, 2022, 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 (\$5,000.00) being earmarked for Auxiliary support roles and sponsored activities.

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, 2022, and ending at 11:59 PM on the 31st of December, 2022. 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

Ed Brown, Fiscal Officer

Christina Courtright, Trustee

Daniel Vest, Trustee

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

By:

Amber Tompkins, President

By:

Sarah Hinds, Vice-President

By:

Alex Priesol, Secretary

By:

David Edmonson, Treasurer



MONROE FIRE PROTECTION DISTRICT

PERSONNEL HANDBOOK

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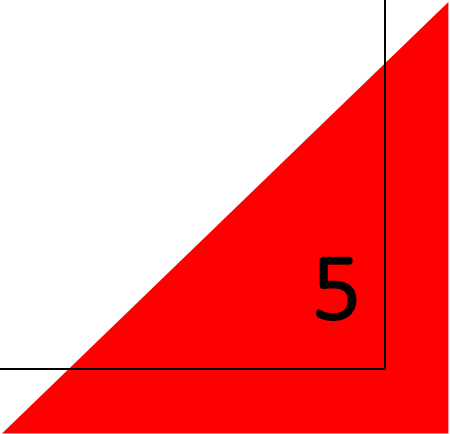
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THE DISTRICT

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. The Monroe Fire Protection District would now become a larger consolidated district effective January 1, 2021.

As of January 1, 2021, the Monroe Fire Protection District is responsible for emergency services in seven of nine 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

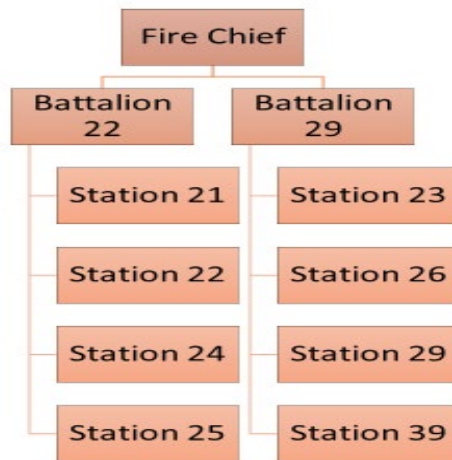
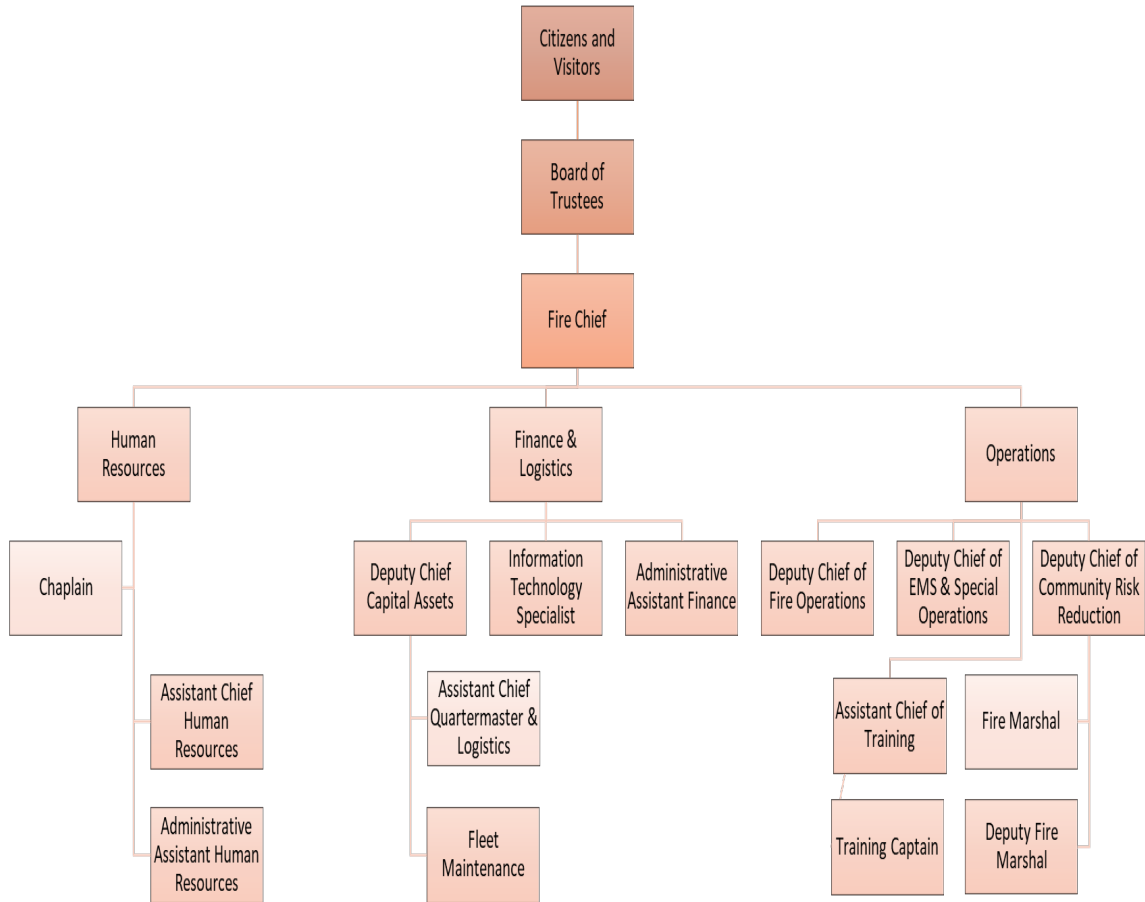
These policies apply to all MFPD members. This handbook is not a contract of employment. It is provided for the general information of all members but does not limit the discretion of the MFPD Chief or MFPD Board of Trustees in carrying out their personnel responsibilities. The MFPD Board of Trustees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

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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.

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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

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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.

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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 on duty, 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.

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.

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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.

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.

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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.

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

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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.

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.

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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.

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.

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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:
 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.

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- 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.

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.

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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
 - 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.

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- 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.

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.

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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

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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. 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.

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 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 30th. Any hours in excess of this amount at the end of a calendar year will be forfeited.

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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.

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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. 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.

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.

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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.

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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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.

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- 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,

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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.

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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.

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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

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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).

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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.

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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 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

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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 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. Thereafter, PTO is granted on January 1st of each year. PTO must be used in a minimum of four (4) hour increments.

A Regular 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.

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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.

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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/frap

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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, hazardous materials pay, as well as annual uniform allowance. EMS pay and Uniform allowance will be paid biannually in June and December, and Hazardous Materials pay will be paid annually in December.

PRN & SUBSTITUTE PERSONNEL

MONROE FIRE PROTECTION DISTRICT

EMPLOYEE CLASSIFICATION

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.

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/frac

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.

ADMINISTRATION AND STAFFING

MONROE FIRE PROTECTION DISTRICT

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.

VOLUNTEER BENEFITS

MONROE FIRE PROTECTION DISTRICT

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.

MONROE FIRE PROTECTION DISTRICT

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
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.

MONROE FIRE
PROTECTION DISTRICT
BOARD of TRUSTEES
APPROVAL

MONROE FIRE PROTECTION DISTRICT

Passed by the Board of Trustees of the Monroe Fire Protection District, Bloomington, Monroe County, Indiana on the 8th day of December, 2021.

“AYES”

“NAYS”

Vicky Sorensen, Chair

Vicky Sorensen, Chair

Mark Kruzan, Vice-Chair

Mark Kruzan, Vice-Chair

C. Ed Brown, Fiscal Officer

C. Ed Brown, Fiscal Officer

Christina Courtright, Board Trustee

Christina Courtright, Board Trustee

Daniel Vest, Board Trustee

Daniel Vest, Board Trustee

ATTEST: _____
C. Ed Brown, Fiscal Officer



Monroe Fire Protection District

Statistical Summary



November 1 – 30, 2021

Incidents by Category:	Count:
Fires	11
Over Pressure Rupture, Explosion, Overheat	0
Emergency Medical Services – EMS	209
Hazardous Condition (no fire)	15
Service Calls	26
Good Intent Calls	28
False Alarms	13
Severe Weather	0
Special Incidents	3
Total	305

Incidents by District Townships:	Count:
Bloomington	32
Clear Creek	24
Indian Creek	8
Perry	82
Van Buren	111
Total	257

Incidents by Fire Protection Contracted Services Townships:	Count:
Benton	12
Polk	4
Salt Creek	15
Washington	10
Total	41

Incidents by Aid Given To:	Count:
Bean Blossom	0
Bloomington City	1
Ellettsville	0
Richland Township (EFD)	2
Green County	1
Lawrence County	1
Brown County	1
Total	6

Average RESPONSE Time (Dispatch to Arrival)		
Station:	EMS:	FIRE:
Station 21	8:24	9:17
Station 22	8:14	4:55
Station 23	9:22	8:06
Station 24	8:27	15:44
Station 25	8:48	8:52
Station 29	6:16	8:10
Station 39	4:56	6:02
Average for All Calls:		7:37

Average TURNOUT Time (Dispatch to Enroute)		
Station:	EMS:	FIRE:
Station 21	1:31	0:38
Station 22	1:03	1:07
Station 23	2:01	1:35
Station 24	1:37	2:40
Station 25	1:01	1:17
Station 29	0:57	1:18
Station 39	1:06	0:51
Average for All Calls:		1:07

Average Time Spent On Scene
20:40

Number of Refusals Obtained by MFD Personnel (Nov 23): 13

INCIDENTS: REVIEWED INCIDENT COUNTS

Monroe Fire Protection District | Last Refresh: 12/1/2021 7:00 PM

3,740
Incidents Filtered

39
Not Reviewed

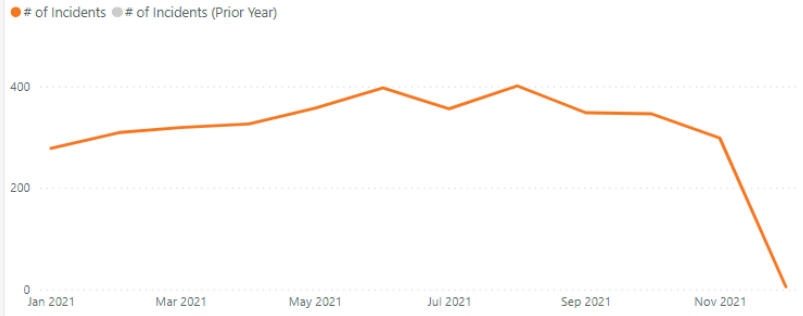
3,740
Incidents YTD

(Blank)
Prior YTD

3,740
Δ over PYTD

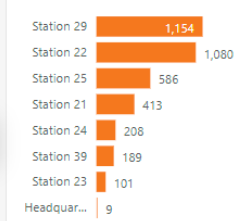
(Blank)
% over PYTD

of Incidents by Month

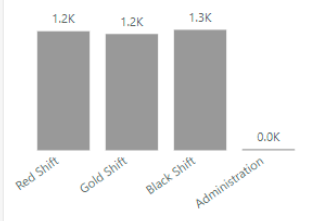


Incident Series	# of Incidents
1XX - Fire	180
2XX - Overpressure Rupture, Explosion, Overheat(no fire)	9
3XX - Rescue & Emergency Medical Service Incident	2,828
4XX - Hazardous Condition (No Fire)	136
5XX - Service Call	78
6XX - Good Intent Call	325
7XX - False Alarm & False Call	167
8XX - Severe Weather & Natural Disaster	1
9XX - Special Incident Type	16
Total	3,740

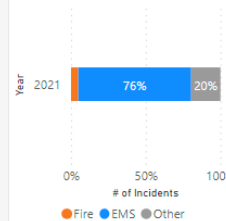
Top Stations by # of Incidents



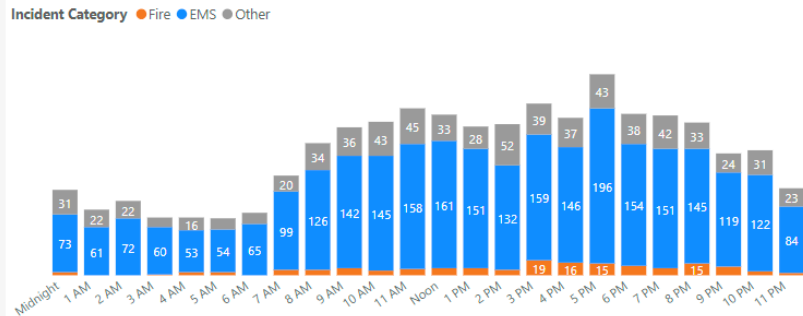
of Incidents by Shift



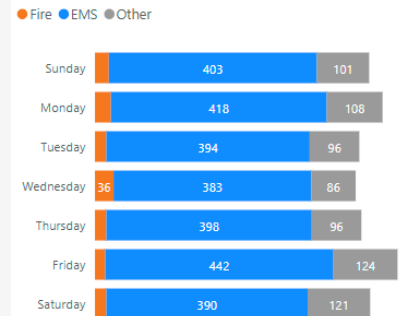
of Incidents by Category



of Incidents by Hour of the Day



of Incidents by Weekday and Incident Category



EMS / Special Operations Report

Dispatch Update

- CAD
- PRO QA

Health and Wellness Update

- Physicals
- COVID
- **EMS Update**
 - Ambulance information update
 - Apparatus equipment

Special Operations Update

- Hazardous Materials

Operations Report December 2021

ATV 21 update

- Work on the ATV is complete, it has been picked up and delivered back to station 21, however it is still out of service until further notice

Engine 22 update

- No update at this time, everything is still set for March / April 2022

Rescue Tools

- An inventory of loose equipment that we have at the station has been done
- Service on some of that equipment will be made
- Equipment will be placed on apparatus that are in need
- Follow up – equipment has been collected and is being placed as needed

Station 39 Livingroom chairs

- Replacing old chairs at station 39
- 4 new chairs have been ordered (October 6th 2021)
- 6-8 weeks expected for delivery
- Follow up – called on 11-29-2021, looking @ a delivery date by the end of the year.

High Rise Packs and Hydrant Bag

- BC Gillespie is working on this
- We have ordered items to test out, make sure what we are buying, is in fact what we need.
- Follow up - Crews have been testing the new high-rise packs, and the findings that they have come up with will help set the path for the direction we will be heading.

Out Building @ Station 29

- It has been cleaned out.
- Equipment from Station 21 & 23 have been moved to its location.
- Still need Station 25, 29
- Station 39, being a new Station, not a lot of equipment laying around
- We will evaluate Station 24 after the first of the year, and move equipment as needed as well.

SOG's

- Eleven SOG'S have been placed in the hands of the Battalion Chiefs for review by the crews
- I have received some feed back
- Adjustments have been made for the most part on what I have received.

Black Helmets

- Two have been on order and should be here first week of December
- Would like to order 5-10 more Black Helmets for other members of the department that are either getting ready to come off of probation or may still be wearing the wrong color helmet.
- Cost of the helmets are \$362.11 per helmet
 - \$36.00 per year
 - \$3.00 per month

SCBA Bottles

- Picked up the remaining bottles from B-Tech

Helmet Shields

- Ordered new shields for accountability system.
- Remove old Engineer shields and replace with new Chauffeur shields, this will put us in line with county wide accountability system.



Monroe Fire Protection District



Training Report for the December District Board Meeting

3,836 hours of training for November. 2,933 of those hours from full-time firefighters

Upcoming/Completed

- We finished up our Recruit academy on Nov. 12th and celebrated their graduation on Nov.13th with the badge pinning ceremony attended by friends and family members. We had 7 new hires and a volunteer participate in the 2-week academy
- We had a excellent participation from our staff throughout the Academy, we had around 25 of our career staff help participate throughout those 2-weeks
- This last month we have participated with Ellettsville and Bloomington Fire Departments in a Hazmat simulation for our quarterly interdepartmental training.
- We are starting this month out with Emergency Medical training. Each year we have some days with internal instructors that will go over the state required skills with each of us, these skills are required by the state to keep our Emergency Medical Technician certification valid.
- We were approved finally by the Indiana Environmental Emergency Management (IDEM) for our two acquired structures but with winter coming we will be looking at scheduling these in late February to early March, depending on the weather of course.
- We just completed a department wide training involving basement fires at our burn tower, later this month we have the crews on the schedule to participate in the flashover chamber also at our training grounds.

**HEADQUARTERS
STATION 22
3953 S KENNEDY DRIVE
BLOOMINGTON IN
812-331-1906
812-336-1166 (FAX)**

CRR Monthly Report December 2021

■ CURRENT SITUATION

- INDOT
 - The permitting required for the Burch Road gate
 - A transfer of responsibility from INDOT to County Highway is required
- 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
- Monroe County Health Department:
 - After telling you last month we would not be doing vaccination delivery, was contacted next day to deliver vaccinations
- Monroe County Planning
 - Information about Air B&B's
 - Tenant Landlord issues to be addressed
- MCCSC Anti-Bully
 - Meeting in January for implementing program
- Met with INTF1, INNG, and IDF regarding Future Disaster Drill(s) MUTC
- IVY Tech
 - Continuing on the planning for the MFPD Paramedic Course

■ ACCOMPLISHMENTS

- Pre Plans and Safety Surveys
 - Currently Companies have been completing inspections All data should be accessible for the companies by the end of the year
- Adult Services
 - Working with Area 10 for additional Adult services needs for several of our community members
- Critical Incident Stress Management
 - Establishing Peer Support policies and procedures
- Fire Prevention activities
 - Safety and Career presentation Unionville School

CRR Monthly Report December 2021

- Purchased cards to send to families or individuals who are served by the MFD personnel
 - Blank on the inside and a hand-written note to accompany inquiry of well being

▪ **PLANNED ACTIVITIES**

- INDOT
 - Initiate request file for Limited Access Right-Of-Way (LARW) I69 North for Station 26
 - Continue permit process for Birch Road Gate update
- State Fire Marshal:
 - Identified issues with current data analysis after assisting with Fire Investigation in Lawrence County
 - Helped Identify a potential problem fire reporting in the state of Indiana which currently only have 48% of the fire departments reporting to the NIFRS program
 - Smoking is the number one fire cause of fatalities in the State of Indiana
 - A smoking cessation project will be attempted in the conjunction with the State Fire Marshal's office
- Fire Investigation
 - Conducted 2 fire investigations over the Thanksgiving weekend
- Initiate the planning process for Hoosier Defender Disaster Drill November 2022

Administrative Monthly Report December 2021

■ CURRENT SITUATION

- Health, dental and vision open enrollment
- Wrapping up 2021 and preparing for 2022
- Firefighter Robert McWhorter Sr. will be retiring after 23 years of service

■ ACCOMPLISHMENTS

- Two small vehicles ordered to replace Squad 22 and Chief 2-1 which will be placed into pool use. The new vehicles were given an estimated delivery of the first week of June.
- Completed contract with Ferguson Law to conduct the Gold package background checks.
- Submitted information to Capstone Insurance for a free motor vehicle record check on all members.
- November 15th payment made to Volunteer association for 2021's contract
- Labor/Management meeting held with Union and Volunteer Association. Community Santa (formerly Shop with a Firefighter and Clothe-A-Child) will take place on December 18th
- Pinning ceremony completed. 24 members sworn and over 150 in attendance.
- 2021 Staffing Additions:
 - 27 career firefighters
 - 8 part-time firefighters
 - 7 volunteer firefighters, additional 3 pending

■ PLANNED ACTIVITIES

- Community Santa event December 18th

Administrative Monthly Report December 2021

- Santa Parades throughout District communities. Dates and times will be available on our social media accounts.
- January sit down with Union, Volunteer Association, Auxiliary, Public Information Officer and Admin to schedule 2022 events, including events previously held by merging departments, but not conducted in 2021 due to COVID restrictions.

Monroe Fire Protection District
Claims - Signed November 5, 2021

Invoices Received 10/28/2021-11/4/2021

<u>Date:</u>	<u>Claim #</u>	<u>Amount:</u>	<u>Payable To:</u>	<u>Description</u>
11/5/2021	EFT	\$ 15.82	Comcast Xfinity	Utility - CATV St19
11/5/2021	EFT	\$ 23.73	Comcast Xfinity	Utility - CATV St21
11/5/2021	EFT	\$ 15.84	Comcast Xfinity	Utility - CATV St22
11/5/2021	7233	\$ 76.37	Office Depot	Office Supply - Board, Marker, Eraser

Total: \$ 131.76

NOTE:

0.00 DISTRICT 8 for Reimbursement -

131.76

VOID

Monroe Fire Protection District
Claims - Signed November 8, 2021

Invoices Received 11/4/2021-11/7/2021

<u>Date:</u>	<u>Claim #</u>	<u>Amount:</u>	<u>Payable To:</u>	<u>Description</u>
11/8/2021	1406	\$ 1,361.00	AED General Medical Devices	CUM Fund Equipment - Quik-Combo Redi=Pak(12) Infant (7); CUM Fund Equipment - Memory Modules for Server (7); Tripp Battery Backup, Rackmount Strip
11/8/2021	1407	\$ 2,413.94	Amazon Capital Services	CUM Fund Equipment - Headset 5' Coil for M21
11/8/2021	1408	\$ 383.25	ERS Wireless	CUM Fund Gear - Retrak Series Helmet (2) W TrakLite Helmet Lighting
11/8/2021	1409	\$ 724.22	Municipal Emergency Services - MES	CUM Fund Gear - MFD Firefighter Badge (31)
11/8/2021	1410	\$ 1,896.99	The Uniform House	Telephone / Data - Mobile & Tablets
11/8/2021	EFT	\$ 462.38	AT&T	Telephone/Data - Phone System District Wide
11/8/2021	EFT	\$ 1,191.15	Gibson Teldata	Utilities - St22 10/4/21-11/2/21
11/8/2021	EFT	\$ 475.00	Duke Energy	Utilities - Annex 10/4/21-11/2/21
11/8/2021	EFT	\$ 184.80	Duke Energy	Telephone/Data - Internet St22
11/8/2021	EFT	\$ 158.45	Comcast Business	Operating - Gatorade, Water, Coffee, Soap, HSA Employer Contribution - W Crane
11/8/2021	EFT	\$ 930.67	Sam's Club - Synchrony Bank	EMS Supplies - NON Rechargeable Battery Lifepak 1000
11/8/2021	EFT	\$ 591.84	People's State Bank	Operating - Hefty Recycling Bags 13 Gal, File Cab, Filters, Tape, Adapter; EMS - Oximeter;
11/8/2021	7234	\$ 389.00	AED General Medical Devices	Training - Hand Warmers
11/8/2021	7235	\$ 558.37	Amazon Capital Services	Medical Services - INPRS Physicals (5)
11/8/2021	7236	\$ 7,268.02	Ascension St Vincent - Public Safety Med	Office Supply - Sublimated Plate and Statue Retirement
11/8/2021	7237	\$ 54.00	Awards Center	Building Services - Monthly Web Service St25; Web Service
11/8/2021	7238	\$ 68.00	B-Tech	Building Services - Furnace Filters St25; Operating - Smoke Detectors, Hanger
11/8/2021	7239	\$ 508.72	Black Lumber	Operating - Station supplies; Vehicle Mnt - Fuel Premix; Builing Serv - 4 Drawer Base & Sink Cook Base COVID 20.23
11/8/2021	7240	\$ 1,158.83	Capital One - Menards	Comp Supp - Google, Dropbox, Zoom; Veh Rep - E39; Office Supp - Shelf; Postage - Phone ret; Operating - Aspirin, Hose and Roller; Utilities - YouTubeTV; Training - S True; Travel - S True
11/8/2021	7241	\$ 3,709.49	Cardmember Services - VISA	Travel Expense - Office Errands, Indianapolis, Station AEDs
11/8/2021	7242	\$ 346.08	Dustin Payne	Building Services - Annex
11/8/2021	7243	\$ 395.00	Economy Termite & Pest	EMS Supplies - Gloves, Airway (60), Ring Cutter COVID 1364.89
11/8/2021	7244	\$ 1,521.28	Emergency Medical Products	Office Supply - Copy Contract ANNUAL GAAP
11/8/2021	7245	\$ 89.59	Gordon Flesch	Building Services - Water heater adjustment - after hours
11/8/2021	7246	\$ 561.00	HFI - Harrell Fish	Building Services - Run Wiring and Connect new Generator St23
11/8/2021	7247	\$ 1,512.00	Hutchinson Electric	Seminars/Training - 2022 IFCA Membership
11/8/2021	7248	\$ 1,225.00	IFCA Membership	Vehicle Mnt - Bolts & Clamp R22
11/8/2021	7249	\$ 37.32	Industrial Service & Supply - ISSI	Vehicle Mnt - C2-1
11/8/2021	7250	\$ 239.00	Interstate Battery Sys of Blmgtm	Medical Services - PE Fit for Duty
11/8/2021	7251	\$ 176.00	IU Occupational Health	Building Services - Inspect, Clean, change filter, Flush trap, Check Flue
11/8/2021	7252	\$ 129.25	Keller Heating & Air	Vehicle Mnt - ARFF, E29, E39, St25
11/8/2021	7253	\$ 74.46	Kleindorfers	Travel Expense - Office Errands & Meetings
11/8/2021	7254	\$ 67.20	Lorie Robinson	Utilities - St19 St39
11/8/2021	7255	\$ 98.63	Midwest Natural Gas	Volunteers Contract - First Pmt due 11/15/21
11/8/2021	7256	\$ 45,000.00	Monroe Fire Protection District Volunteers	Vehicle Mnt - E21, E22, T23, E22 Battery Cables Bulk
11/8/2021	7257	\$ 1,040.09	NAPA Auto Parts	Vehicle Repair - Right Rear Valve Stem R24
11/8/2021	7258	\$ 54.00	Pomp's Tire	Health Insurance - Group Critical Illness
11/8/2021	7259	\$ 1,384.00	Reliance Standard	Accounting Services - October
11/8/2021	7260	\$ 3,230.00	Root Advisors	Utilities - St21 x 2
11/8/2021	7261	\$ 264.80	Southern Monroe Water	Promotional - Recruit Shirts
11/8/2021	7262	\$ 436.00	Taylor Imprinted Sportswear	Office Supply - Contract Printer St29
11/8/2021	7263	\$ 143.27	Toshiba Financial Services	Utilities - St39, St19, St23
11/8/2021	7264	\$ 95.23	Van Buren Water	Utilities - St25 x 2
11/8/2021	7265	\$ 123.62	Washington Township Water	

Total: \$ 82,730.94

NOTE:

0.00

DISTRICT 8 for Reimbursement -

82,730.94

VOID

Monroe Fire Protection District
Claims - Signed November 18, 2021

Invoices Received 11/4/2021-11/17/2021

<u>Date:</u>	<u>Claim #</u>	<u>Amount:</u>	<u>Payable To:</u>	<u>Description</u>
11/18/2021	1411	\$ 57,733.44	911 Fleet & Fire	CUM Fund Gear - Turnout Coats (20), Pants (20);
11/18/2021	1412	\$ 406.89	Amazon Capital Services	CUM Fund Misc; Equipment - 18 Orange Safety Cones; 150' Arborist Line (2)
11/18/2021	EFT	\$ 4,886.06	AFLAC	Voluntary AFLAC Insurance - Employee Deduction
11/18/2021	EFT	\$ 13.32	Express Waste Removal	Utilities - St22
11/18/2021	EFT	\$ 112.55	Express Waste Removal	Utilities - St29
11/18/2021	EFT	\$ 72.00	Express Waste Removal	Utilities - St21
11/18/2021	EFT	\$ 60.00	Express Waste Removal	Utilities - St23
11/18/2021	EFT	\$ 8.00	Express Waste Removal	Utilities - Annex
11/18/2021	EFT	\$ 89.01	Centerpoint	Utilities - St21
11/18/2021	EFT	\$ 49.57	Centerpoint	Utilities - St22
11/18/2021	EFT	\$ 134.37	Centerpoint	Utilities - St29
11/18/2021	EFT	\$ 150.73	Centerpoint	Utilities - St25
11/18/2021	EFT	\$ 22.33	Centerpoint	Utilities - St25
11/18/2021	7266	\$ 69.87	Amazon Capital Services	Operating - Scrub Towels (72)
11/18/2021	7267	\$ 308.52	City of Bloomington Utilities	Utilities - Annex, St39, St29
11/18/2021	7268	\$ 587.93	Comcast Business	Telephone / Data - St25, St39, St29
11/18/2021	7269	\$ 727.13	Curry Buick	Vehicle Repair - Sq22 Faulty Throttle Body
11/18/2021	7270	\$ 1,728.49	D & S Maintenance	Equipment Test - St21 Generator, St21, St21
11/18/2021	7271	\$ 1,033.50	David Ferguson Atty	Legal Counsel - October Mtg, Arson and Criminal Cases, Benton Trustee, Medical
11/18/2021	7272	\$ 420.59	Fire Service Inc	RTW, MCG Calendar; Background Checks
11/18/2021	7273	\$ 130.00	Gannett Holdings	Vehicle Mnt - E39 Brow Light Glass Lens; E29 Pump Shift Valve w Light
11/18/2021	7274	\$ 25.00	Gooldy & Sons	Office Supplies - 6 Month Subscription Herald Times
11/18/2021	7275	\$ 357.00	HB Warehouse	Operating - Coffee Decanter, Bunn Funnel, 10' Filter
11/18/2021	7276	\$ 540.76	HB Warehouse	Operating - Lnox Ice Melt 50# Bag
11/18/2021	7277	\$ 65.00	JB's Disposal Services	Vehicle Mnt - Compressor Oil
11/18/2021	7278	\$ 698.55	O'Reilly Automotive	Utilities - St19 3YD
11/18/2021	7279	\$ 1,505.10	Reliance Standard	Vehicle Mnt - Filters, Rings, Blades, Coupler, Airhose, Bulb, Fuel Cap
11/18/2021	7280	\$ 1,709.23	REMC	Health Insurance - Group Critical Illness
11/18/2021	7281	\$ 37.20	South Central Regional Sewer Dist	Utilities - St23, St19, St29, St39, St21
11/18/2021	7282	\$ 28.74	Stansifer Radio	Utilities - St21
11/18/2021	7283	\$ 7,938.07	WEX Bank	Computer Support - ADL-HDIF-DVIM-Panp
				Fuel - District Wide 10/6/21-11/6/21

Total: \$ 81,648.95

NOTE:

0.00

DISTRICT 8 for Reimbursement -

81,648.95

VOID

Monroe Fire Protection District
Claims - Signed November 22, 2021

Invoices Received 11/17/2021-11/21/2021

<u>Date:</u>	<u>Claim #</u>	<u>Amount:</u>	<u>Payable To:</u>	<u>Description</u>
11/22/2021	1413	\$ 817.04	Amazon Capital Services	CUM Fund Equipment - Ubiquiti Networks UniFi; Snow Plow Blade
11/22/2021	1414	\$ 5,429.73	Dell Marketing LP	CUM Fund Equipment - PowerEdge R440 Server (HAL)
11/22/2021	7284	\$ 239.85	Amazon Capital Services	Computer Support - AED IR Receiver, Laptop Bag; Operating - Saw Blades
11/22/2021	7285	\$ 837.82	Emergency Medical Products	EMS Supplies - Gastric Access (9), Gauze Pad, Airway (10), EMESIS Bag (2); Nitrile
11/22/2021	7286	\$ 72.00	God is Sew Good	Gloves, Neck Collars (24) COVID \$221.20
11/22/2021	7287	\$ 45.30	Jackson Fields	Operating - Flag and State Patches
11/22/2021	7288	\$ 2,018.41	Linton Cycle Sales	Fuel - T35 WEX Card Malfunction, Reimburse EE
11/22/2021	7289	\$ 735.00	Sunset Hill Fence Co	Equipment Repair - 2018 Polaris
				Equipment Repair - Damaged Fence Clear Creek Cemetery

Total: \$ 10,195.15

NOTE:

0.00

DISTRICT 8 for Reimbursement -

10,195.15

VOID

Monroe Fire Protection District
Claims - Signed November 29, 2021

Invoices Received 11/21/2021-11/29/2021

<u>Date:</u>	<u>Claim #</u>	<u>Amount:</u>	<u>Payable To:</u>	<u>Description</u>
11/29/2021	1415	\$ 407.82	The Uniform House	CUM Fund Gear - Class B Shirt (6)
11/29/2021	1416	\$ 905.26	Witmer Public Safety	CUM Fund Misc - Rescu Trauma Bags (17) (Backorder Pro (2) & Trauma 4)
11/29/2021	EFT	\$ 65.33	Duke	Utilities - St25
11/29/2021	EFT	\$ 736.24	Duke	Utilities - St25
11/29/2021	EFT	\$ 698.46	Duke	Utilities - St21
11/29/2021	EFT	\$ 85,512.77	IU Health Plans	Health Insurance - Group Medical
11/29/2021	EFT	\$ 159.74	Comcast Business	Telephone / Data - St21
11/29/2021	EFT	\$ 1,671.25	The People's State Bank	Health Insurance - Employer Contrib. into HSA's for 5 new participants
11/29/2021	7290	\$ 1,213.45	Anthem BC BS	Health Insurance - Group Vision
11/29/2021	7291	\$ 49.00	Awards Center	Training - Plaque for J Young Lead Instructor
11/29/2021	7292	\$ 209.74	Comcast Business	Telephone / Data - Annex
11/29/2021	7293	\$ 786.41	Commercial Service	Building Services - St25 No heat; St22 Flex Duct; St29 Blower Motor & Unit
11/29/2021	7294	\$ 4,000.00	Deckard Land Surveying	Legal Expense - Type B Admin Subdivision
11/29/2021	7295	\$ 252.50	E&R Fabricating	Vehicle Repair - Hitch Mount Mech21
11/29/2021	7296	\$ 50.00	Economy Termite	Building Services - St23
11/29/2021	7297	\$ 3,034.25	Emergency Medical Products	EMS Supplies - Supplies for BC Bags & Expired Supplies
11/29/2021	7298	\$ 206.82	Fire Service, Inc	Vehicle Mnt - Hale Shifter repair kits (2)
11/29/2021	7299	\$ 492.00	Keller Heating & Air	Building Services - St29 Unit no working
11/29/2021	7300	\$ 213.53	Office Depot	Office Supplies - Binder, Scissors, Memo Book
11/29/2021	7301	\$ 6,230.87	Paramount Dental	Health Insurance - Group Dental
11/29/2021	7302	\$ 10,504.24	Standard Insurance	Life Insurance - Group Life, ADD, STD, LTD
11/29/2021	7303	\$ 18,234.00	VFIS	Length of Service - LOSAP for Volunteers

Total: \$ 135,633.68

NOTE:

0.00

DISTRICT 8 for Reimbursement -

135,633.68

VOID

Special Fire General - Fund 8603			Beginning Budget	Current Month Expenditures	YTD Expenditures	% Expended	Balance Remaining
			Adjusted Budget			92%	
Personal Services			DLGF Budget Sub-Categories				
8212	Fire Chief	Salaries & Wages	\$ 80,000.00	6,666.66	\$ 72,859.57	91%	\$ 7,140.43
8213	Deputy Chief (4)	Salaries & Wages	\$ 300,000.00	25,000.00	\$ 246,220.84	82%	\$ 53,779.16
8214	Assistant Chief (3)	Salaries & Wages	\$ 210,000.00	17,500.02	\$ 186,245.89	89%	\$ 23,754.11
8215	Battalion Chief (6)	Salaries & Wages	\$ 390,000.00	32,610.72	\$ 343,229.04	88%	\$ 46,770.96
8216	Fire Marshal (2)	Salaries & Wages	\$ 75,000.00	5,416.66	\$ 56,874.93	76%	\$ 18,125.07
8217	Mechanic	Salaries & Wages	\$ 65,000.00	5,416.66	\$ 56,874.93	87%	\$ 8,125.07
8219	Firefighters Salary - PERF Fund	Salaries & Wages	\$ 645,000.00	55,800.08	\$ 581,916.74	90%	\$ 63,083.26
8220	Firefighters Salary - 1977 Fund	Salaries & Wages	\$ 2,750,000.00	247,615.24	\$ 2,504,189.33	91%	\$ 245,810.67
8221	Incentive Qualifications	Salaries & Wages	\$ 200,000.00	6,679.05	\$ 96,277.95	48%	\$ 103,722.05
8222	Officer Pay	Salaries & Wages	\$ 370,000.00	28,833.34	\$ 296,523.03	80%	\$ 73,476.97
8223	Longevity	Salaries & Wages	\$ 122,400.00	9,762.50	\$ 100,018.75	82%	\$ 22,381.25
8224	Holiday Pay	Salaries & Wages	\$ 27,000.00	2,500.00	\$ 15,666.67	58%	\$ 11,333.33
8225	Special Event Pay	Salaries & Wages	\$ 20,000.00	-	\$ -	0%	\$ 20,000.00
8226	Part-Time Employees	Salaries & Wages	\$ 1,026,000.00	71,284.25	\$ 928,814.25	91%	\$ 97,185.75
8227	Substitute, Emergency, Overtime, Trng	Salaries & Wages	\$ 470,000.00	43,356.17	\$ 330,912.20	70%	\$ 139,087.80
8228	Administrative Assistant (2)	Salaries & Wages	\$ 109,900.00	9,033.32	\$ 100,260.86	91%	\$ 9,639.14
8229	IT Specialist	Salaries & Wages	\$ 70,000.00	5,833.34	\$ 59,500.05	85%	\$ 10,499.95
8230	Trustee Compensation (5)	Salaries & Wages	\$ 16,800.00	-	\$ 12,275.40	73%	\$ 4,524.60
8235	Uniform Allowance	Salaries & Wages	\$ 130,000.00	-	\$ 60,125.00	46%	\$ 69,875.00
8240	Social Security	Employee Benefits	\$ 217,546.00	14,187.57	\$ 158,151.48	73%	\$ 59,394.52
8241	Medicare	Employee Benefits	\$ 101,810.00	8,135.58	\$ 85,775.29	84%	\$ 16,034.71
8242	Unemployment Insurance	Employee Benefits	\$ 74,370.00	1,753.48	\$ 12,793.97	17%	\$ 61,576.03
8243	Health Insurance	Employee Benefits	\$ 1,254,400.00	90,848.70	\$ 1,073,732.64	86%	\$ 180,267.36
8244	PERF 1977 Employer Contribution	Employee Benefits	\$ 681,440.00	61,346.79	\$ 594,250.97	87%	\$ 87,189.03
8245	Life Insurance	Employee Benefits	\$ 123,112.00	9,467.25	\$ 110,449.94	90%	\$ 12,662.06
8246	PERF Fund Employer Contribution	Employee Benefits	\$ 288,095.00	24,891.75	\$ 230,226.05	80%	\$ 57,868.95
8251	Volunteer Contract	Other Personal Services	\$ 75,000.00	-	\$ 45,000.00	60%	\$ 30,000.00
8252	Length of Service	Other Personal Services	\$ 45,000.00	-	\$ 22,106.00	49%	\$ 22,894.00
8253	Medical Services	Other Personal Services	\$ 80,000.00	88.00	\$ 26,299.14	33%	\$ 53,700.86
Category Sub-Total			\$ 10,017,473.00	\$ 784,027.13	\$ 8,407,570.91	84%	\$ 1,609,902.09
					<i>Combined FF Salaries</i>	<i>90.9%</i>	
				<i>(\$53k H.S.A. Pd 1st half)</i>	<i>Health Insurance</i>	<i>81.4%</i>	
					<i>Combined PERF Funds</i>	<i>85.0%</i>	
3097	Voluntary Cincinnati Life	Liability Account	Not Budgeted				
3098	Voluntary AFLAC Insurance	Liability Account	Not Budgeted				
Supplies			DLGF Budget Sub-Categories				
8300	Office Supplies	Office Supplies	\$ 20,000.00	1,439.46	\$ 8,641.71	43%	\$ 11,358.29
8301	Operating Supplies	Operating Supplies	\$ 100,000.00	4,579.08	\$ 79,419.54	79%	\$ 20,580.46
8302	Vehicle Maintenance Supplies	Repair & Mnt Supplies	\$ 110,000.00	2,535.64	\$ 38,313.91	35%	\$ 71,686.09
8303	Promotional Supplies	Office Supplies	\$ 10,000.00	3,733.13	\$ 9,044.57	90%	\$ 955.43
8304	EMS Supplies	Operating Supplies	\$ 30,000.00	2,479.36	\$ 20,615.12	69%	\$ 9,384.88
8306	IVFA Dues	Operating Supplies	\$ 3,000.00	2,110.00	\$ 2,110.00	70%	\$ 890.00
8307	Payroll Supplies	Office Supplies	\$ 2,500.00	-	\$ -	0%	\$ 2,500.00
8308	Fuel	Operating Supplies	\$ 90,000.00	10,210.38	\$ 79,203.19	88%	\$ 10,796.81
8311	Special Chemical Supplies	Other Supplies	\$ 5,000.00	-	\$ 4,800.00	96%	\$ 200.00
8312	Fire Prevention Education materials	Other Supplies	\$ 10,000.00	590.00	\$ 6,153.24	62%	\$ 3,846.76
Category Sub-Total			\$ 380,500.00	\$ 27,677.05	\$ 248,301.28	65%	\$ 132,198.72
Services & Charges			DLGF Budget Sub-Categories				
8341	Inspections/Investigations	Professional Services	\$ 7,500.00	-	\$ 415.00	6%	\$ 7,085.00
8351	Seminars/Training	Professional Services	\$ 60,000.00	970.99	\$ 43,233.42	72%	\$ 16,766.58
8352	Legal Counsel & expenses	Professional Services	\$ 65,000.00	1,064.25	\$ 60,729.81	93%	\$ 4,270.19
8353	Equipment test, certifications	Professional Services	\$ 20,000.00	752.00	\$ 6,273.40	31%	\$ 13,726.60
8354	Computer technical support	Professional Services	\$ 70,000.00	2,042.65	\$ 48,815.31	70%	\$ 21,184.69
8355	Accounting Services	Professional Services	\$ 50,000.00	3,230.00	\$ 37,428.00	75%	\$ 12,572.00
8400	Telephone & Data Services	Communication & Transportation	\$ 40,000.00	4,657.79	\$ 31,877.74	80%	\$ 8,122.26
8401	Pager System	Communication & Transportation	\$ 5,000.00	7.95	\$ 7.95	0%	\$ 4,992.05
8402	Postage, mail, supplies & fees	Communication & Transportation	\$ 2,500.00	-	\$ 754.69	30%	\$ 1,745.31
8403	Travel Expenses	Communication & Transportation	\$ 10,000.00	543.01	\$ 5,657.77	57%	\$ 4,342.23
8450	Legal Advertising	Printing & Advertising	\$ 1,000.00	91.23	\$ 586.30	59%	\$ 413.70
8451	Printing	Printing & Advertising	\$ 5,000.00	-	\$ 545.58	11%	\$ 4,454.42
8500	General Liability insurance	Insurance	\$ 120,000.00	16,830.53	\$ 103,807.28	87%	\$ 16,192.72
8501	Worker's Comp Insurance	Insurance	\$ 120,000.00	-	\$ 99,426.00	83%	\$ 20,574.00
8550	Utilities	Utility Service	\$ 125,000.00	6,873.35	\$ 82,592.57	66%	\$ 42,407.43
8600	Building & equipment repairs	Repairs & Maintenance	\$ 115,000.00	19,145.29	\$ 104,420.57	91%	\$ 10,579.43
8675	Hazardous materials	Other Services & Charges	\$ 10,000.00	-	\$ 57.85	1%	\$ 9,942.15
Category Sub-Total			\$ 826,000.00	\$ 56,209.04	\$ 626,629.24	76%	\$ 199,370.76
General Fund Total			\$ 11,223,973.00	\$ 867,913.22	\$ 9,282,501.43	83%	\$ 1,941,471.57

Special CUM Fire - Fund 8691			Beginning Budget	Current Month Expenditures	YTD Expenditures	% Expended	Balance Remaining
<i>Capital Outlays</i>			<i>DLGF Budget Sub-Categories</i>				
			92%				
8779	Small Vehicles	<i>Machinery, Equip & Vehicles</i>	\$ 100,000.00	-	\$ -	0%	\$ 100,000.00
8780	Misc Equipment	<i>Machinery, Equip & Vehicles</i>	\$ 156,000.00	22,029.70	\$ 72,066.30	46%	\$ 83,933.70
8781	Gear	<i>Machinery, Equip & Vehicles</i>	\$ 100,000.00	6,065.17	\$ 90,915.05	91%	\$ 9,084.95
8782	Station 21 Mortgage	<i>Buildings</i>	\$ 200,000.00	-	\$ 87,816.18	44%	\$ 112,183.82
8784	PSLIT (Remodel 2020 \$)	<i>Buildings</i>	\$ 81,546.00	-	\$ 29,692.57	36%	\$ 51,853.43
8785	Rescue 11 (22) Replacement	<i>Machinery, Equip & Vehicles</i>	\$ 100,000.00	-	\$ 80,340.82	80%	\$ 19,659.18
8788	Engine 22	<i>Machinery, Equip & Vehicles</i>	\$ 100,000.00	-	\$ 100,000.00	100%	\$ -
8789	Quint 59	<i>Machinery, Equip & Vehicles</i>	\$ 205,000.00	-	\$ 17,817.62	9%	\$ 187,182.38
CUM Fund Total			\$ 1,042,546.00	\$ 28,094.87	\$ 478,648.54	46%	\$ 563,897.46

Monroe Fire Protection District

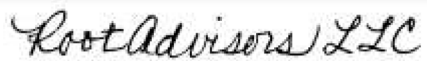
Financial Statements

November 30, 2021 and 2020

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, 2021 and 2020, 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 02, 2021

Monroe Fire Protection District
Statement of Financial Position
As of November 30, 2021 and 2020

	Nov 30, 21	Nov 30, 20
ASSETS		
Current Assets		
Checking/Savings		
1023 · Savings - PSB (Rainy Day)	1,172,072.75	171,638.92
1024 · Savings - Peoples - CUM Fund	570,219.61	314,295.79
1026 · Checking - Peoples	675,474.20	538,197.42
Total Checking/Savings	2,417,766.56	1,024,132.13
Total Current Assets	2,417,766.56	1,024,132.13
Fixed Assets		
2100 · Land	225,600.00	225,600.00
2200 · Building	2,555,698.10	2,547,150.50
2260 · Improvements Other Than Bldgs	83,934.00	83,934.00
2270 · Machinery & Equipment	530,246.55	517,251.55
2300 · Vehicles - Apparatus	3,025,197.26	1,811,957.00
2900 · Accumulated Depreciation	(1,880,645.60)	(1,661,230.32)
Total Fixed Assets	4,540,030.31	3,524,662.73
TOTAL ASSETS	6,957,796.87	4,548,794.86
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
3097 · Cincinnati Life Ins Payable	764.10	0.00
3098 · AFLAC Ins Payable	74.93	0.00
3050 · Fica & Federal Withheld	59,892.08	14,668.68
3070 · State & County Withheld	28,466.02	7,714.30
3090 · Pension Payable	668.87	0.00
4040 · Tax Anticipation Warrant	1,000,000.00	0.00
Total Other Current Liabilities	1,089,866.00	22,382.98
Total Current Liabilities	1,089,866.00	22,382.98
Long Term Liabilities		
4000 · NP - Peoples State Bank	474,223.14	508,374.26
4020 · NP - Old National Bank	1,027,948.60	1,174,798.40
4030 · NP - Old National Bank - 2588	200,000.00	200,000.00
4050 · NP - Peoples State Bank - E22	604,866.00	0.00
Total Long Term Liabilities	2,307,037.74	1,883,172.66
Total Liabilities	3,396,903.74	1,905,555.64
Equity		
5010 · Fund Balance	3,918,663.07	3,105,443.62
Net Income	(357,769.94)	(462,204.40)
Total Equity	3,560,893.13	2,643,239.22
TOTAL LIABILITIES & EQUITY	6,957,796.87	4,548,794.86

No assurance is provided on these financial statements.

Monroe Fire Protection District
Statement of Activity - Annual Budget vs. Actual YTD
January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
6010 · Monroe Co. Prop Tax Levy	5,030,649.47	8,423,216.00	(3,392,566.53)	59.7%
6160 · Local Income Tax (LIT) Cert Shs	855,204.51	871,121.00	(15,916.49)	98.2%
6110 · Vehicle/Aircraft Excise Tax	380,245.02	603,169.00	(222,923.98)	63.0%
6140 · CVET	5,485.46	37,091.00	(31,605.54)	14.8%
6180 · Fire Protection Contracts/Fees	789,150.00	985,000.00	(195,850.00)	80.1%
6030 · CUM Monroe Co. Prop Tax Levy	470,960.43	786,597.00	(315,636.57)	59.9%
6070 · Local Grant Income	2,500.00			
6111 · CUM Vehicle/Aircraft Excise Tax	35,597.87	56,468.00	(20,870.13)	63.0%
6141 · CUM CVET	513.54	3,472.00	(2,958.46)	14.8%
6190 · CUM Fire Protection Contr/Fees	6,000.00	18,000.00	(12,000.00)	33.3%
7010 · Federal Grant Reimbursement	78,706.12	120,000.00	(41,293.88)	65.6%
7200 · District 8 Grant Income	3,121.79			
6300 · Donations	9,003.55			
6000 · Other Income	1,725,243.04			
9010 · Interest Income	412.20			
Total Income	9,392,793.00	11,904,134.00	(2,511,341.00)	78.9%
Expense				
PERSONAL SERVICES				
Salaries and Wages				
8212 · Salaries & Wages - Fire Chief	72,859.57	80,000.00	(7,140.43)	91.1%
8213 · Salaries & Wages - Deputy Chief	246,220.84	300,000.00	(53,779.16)	82.1%
8214 · Salaries & Wages - Asst Chief	186,245.89	210,000.00	(23,754.11)	88.7%
8215 · Salaries & Wages - Battalion Ch	343,229.04	390,000.00	(46,770.96)	88.0%
8216 · Salaries & Wages - Fire Marshal	56,874.93	75,000.00	(18,125.07)	75.8%
8217 · Salaries & Wages - Mechanic	56,874.93	65,000.00	(8,125.07)	87.5%
8219 · Salaries & Wages - FF PERF Fund	581,916.74	645,000.00	(63,083.26)	90.2%
8220 · Salaries & Wages - FF 1977 Fund	2,504,189.33	2,750,000.00	(245,810.67)	91.1%
8221 · Salaries & Wages - Incentive	96,277.95	200,000.00	(103,722.05)	48.1%
8222 · Salaries & Wages - Officer Pay	296,523.03	370,000.00	(73,476.97)	80.1%
8223 · Salaries & Wages - Longevity	100,018.75	122,400.00	(22,381.25)	81.7%
8224 · Salaries & Wages - Holiday Pay	15,666.67	27,000.00	(11,333.33)	58.0%
8225 · Salaries & Wages - Spec Event	0.00	20,000.00	(20,000.00)	0.0%
8226 · Salaries & Wages - Part Time	928,814.25	1,026,000.00	(97,185.75)	90.5%
8227 · Salaries & Wages - Sub/Em/Tr/OT	330,912.20	470,000.00	(139,087.80)	70.4%
8228 · Salaries & Wages - Admin Assts	100,260.86	109,900.00	(9,639.14)	91.2%
8229 · Salaries & Wages - IT Spec	59,500.05	70,000.00	(10,499.95)	85.0%
8230 · Salaries & Wages - Trustee Comp	12,275.40	16,800.00	(4,524.60)	73.1%
8235 · Salaries & Wages - Uniform All	60,125.00	130,000.00	(69,875.00)	46.3%
Total Salaries and Wages	6,048,785.43	7,077,100.00	(1,028,314.57)	85.5%
Employee Benefits				
8240 · Social Security (Fica)	158,151.48	217,546.00	(59,394.52)	72.7%
8241 · Social Security (Medicare)	85,775.29	101,810.00	(16,034.71)	84.3%
8242 · State Unemployment Ins	12,793.97	74,370.00	(61,576.03)	17.2%
8243 · Employee Health AD&D Ins	1,073,732.64	1,254,000.00	(180,267.36)	85.6%
8244 · PERF 1977 Employer Contribution	594,250.97	681,440.00	(87,189.03)	87.2%
8245 · Life Insurance	110,449.94	123,112.00	(12,662.06)	89.7%
8246 · PERF Fund Employer Contribution	230,226.05	288,095.00	(57,868.95)	79.9%
Total Employee Benefits	2,265,380.34	2,740,373.00	(474,992.66)	82.7%
Other Personal Services				
8251 · Volunteer Fire Co Contract	45,000.00	75,000.00	(30,000.00)	60.0%
8252 · Length of Service Annuity	22,106.00	45,000.00	(22,894.00)	49.1%
8253 · Medical Services	26,299.14	80,000.00	(53,700.86)	32.9%
Total Other Personal Services	93,405.14	200,000.00	(106,594.86)	46.7%
Total PERSONAL SERVICES	8,407,570.91	10,017,473.00	(1,609,902.09)	83.9%

No assurance is provided on these financial statements.

Monroe Fire Protection District
Statement of Activity - Annual Budget vs. Actual YTD
January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
SUPPLIES				
8300 · Office Supplies	8,641.71	20,000.00	(11,358.29)	43.2%
8301 · Operating Supplies	79,419.54	100,000.00	(20,580.46)	79.4%
8302 · Vehicle Maintenance Supplies	38,313.91	110,000.00	(71,686.09)	34.8%
8303 · Promotional Supplies	9,044.57	10,000.00	(955.43)	90.4%
8304 · EMS Supplies	20,615.12	30,000.00	(9,384.88)	68.7%
8306 · IVFA Dues	2,110.00	3,000.00	(890.00)	70.3%
8307 · Payroll Supplies	0.00	2,500.00	(2,500.00)	0.0%
8308 · Fuel	79,203.19	90,000.00	(10,796.81)	88.0%
Other Supplies				
8311 · Special Chemical Supplies	4,800.00	5,000.00	(200.00)	96.0%
8312 · Fire Prevention Supplies	6,153.24	10,000.00	(3,846.76)	61.5%
Total Other Supplies	10,953.24	15,000.00	(4,046.76)	73.0%
Total SUPPLIES	248,301.28	380,500.00	(132,198.72)	65.3%
OTHER SERVICES & CHARGES				
Professional Services				
8341 · Inspection/Investigations	415.00	7,500.00	(7,085.00)	5.5%
8351 · Seminars/Training	43,233.42	60,000.00	(16,766.58)	72.1%
8352 · Legal Counsel & Expenses	49,861.81	65,000.00	(15,138.19)	76.7%
8353 · Equipment Tests/Certifications	6,273.40	20,000.00	(13,726.60)	31.4%
8354 · Computer Support	48,815.31	70,000.00	(21,184.69)	69.7%
8355 · Accounting Services	37,428.00	50,000.00	(12,572.00)	74.9%
Total Professional Services	186,026.94	272,500.00	(86,473.06)	68.3%
Communication & Transportation				
8400 · Telephone Services	31,877.74	40,000.00	(8,122.26)	79.7%
8401 · Pager System	7.95	5,000.00	(4,992.05)	0.2%
8402 · Postage	754.69	2,500.00	(1,745.31)	30.2%
8403 · Travel Expenses	5,657.77	10,000.00	(4,342.23)	56.6%
Total Communication & Transportation	38,298.15	57,500.00	(19,201.85)	66.6%
Printing & Advertising				
8450 · Legal Advertising	586.30	1,000.00	(413.70)	58.6%
8451 · Printing	545.58	5,000.00	(4,454.42)	10.9%
Total Printing & Advertising	1,131.88	6,000.00	(4,868.12)	18.9%
Insurance				
8500 · General Liability Insurance	103,807.28	120,000.00	(16,192.72)	86.5%
8501 · Workmens Compensation	99,426.00	120,000.00	(20,574.00)	82.9%
Total Insurance	203,233.28	240,000.00	(36,766.72)	84.7%
Utility Service				
8550 · Utilities	82,592.57	125,000.00	(42,407.43)	66.1%
Total Utility Service	82,592.57	125,000.00	(42,407.43)	66.1%
Repairs & Maintenance				
8600 · Vehicle, Eqpt, Bldg Repairs	104,420.57	115,000.00	(10,579.43)	90.8%
Total Repairs & Maintenance	104,420.57	115,000.00	(10,579.43)	90.8%
Debt Service				
8675 · Hazardous Materials	57.85	10,000.00	(9,942.15)	0.6%
Total Debt Service	57.85	10,000.00	(9,942.15)	0.6%
Total OTHER SERVICES & CHARGES	615,761.24	826,000.00	(210,238.76)	74.5%
Total Expense	9,271,633.43	11,223,973.00	(1,952,339.57)	82.6%
Net Ordinary Income	121,159.57	680,161.00	(559,001.43)	17.8%

No assurance is provided on these financial statements.

Monroe Fire Protection District
Statement of Activity - Annual Budget vs. Actual YTD
January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Expense				
8440 · Meals & Awards	280.97			
8782 · CUM Fund - Station 21 Mortgage	87,816.18	200,000.00	(112,183.82)	43.9%
8784 · CUM Fund - PSLIT	29,692.57	81,546.00	(51,853.43)	36.4%
8779 · C U M Fund Ex - Small Vehicles	0.00	100,000.00	(100,000.00)	0.0%
8780 · CUM Funds - Misc Eqpt	72,066.30	156,000.00	(83,933.70)	46.2%
8781 · CUM Fund - Gear	90,915.05	100,000.00	(9,084.95)	90.9%
8785 · CUM Fund - Rescue 11 Replacement	80,340.82	100,000.00	(19,659.18)	80.3%
8788 · CUM Fund - Engine 22	100,000.00	100,000.00	0.00	100.0%
8789 · CUM Fund - Quint	17,817.62	205,000.00	(187,182.38)	8.7%
8900 · Interest Expense	0.00	0.00	0.00	0.0%
Total Other Expense	478,929.51	1,042,546.00	(563,616.49)	45.9%
Net Other Income	(478,929.51)	(1,042,546.00)	563,616.49	45.9%
Net Income	(357,769.94)	(362,385.00)	4,615.06	98.7%

Monroe Fire Protection District
Statement of Activity - Budget Performance
November 2021

	Nov 21	Budget	Jan - Nov 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
6010 · Monroe Co. Prop Tax Levy	0.00	0.00	5,030,649.47	4,211,608.00	8,423,216.00
6160 · Local Income Tax (LIT) Cert Shs	72,593.41	72,593.42	855,204.51	798,527.58	871,121.00
6110 · Vehicle/Aircraft Excise Tax	0.00	0.00	380,245.02	301,584.00	603,169.00
6140 · CVET	0.00	0.00	5,485.46	18,546.00	37,091.00
6180 · Fire Protection Contracts/Fees	127,500.00	82,083.33	789,150.00	902,916.67	985,000.00
6030 · CUM Monroe Co. Prop Tax Levy	0.00	0.00	470,960.43	393,298.00	786,597.00
6070 · Local Grant Income	0.00	0.00	2,500.00	0.00	0.00
6111 · CUM Vehicle/Aircraft Excise Tax	0.00	0.00	35,597.87	28,234.00	56,468.00
6141 · CUM CVET	0.00	0.00	513.54	1,736.00	3,472.00
6190 · CUM Fire Protection Contr/Fees	0.00	1,500.00	6,000.00	16,500.00	18,000.00
7010 · Federal Grant Reimbursement	2,056.55	10,000.00	78,706.12	110,000.00	120,000.00
7200 · District 8 Grant Income	0.00	0.00	3,121.79	0.00	0.00
6300 · Donations	0.00	0.00	9,003.55	0.00	0.00
6000 · Other Income	5.00	0.00	1,725,243.04	0.00	0.00
9010 · Interest Income	0.00	0.00	412.20	0.00	0.00
Total Income	202,154.96	166,176.75	9,392,793.00	6,782,950.25	11,904,134.00
Expense					
PERSONAL SERVICES					
Salaries and Wages					
8212 · Salaries & Wages - Fire Chief	6,666.66	6,666.67	72,859.57	73,333.33	80,000.00
8213 · Salaries & Wages - Deputy Chief	25,000.00	25,000.00	246,220.84	275,000.00	300,000.00
8214 · Salaries & Wages - Asst Chief	17,500.02	17,500.00	186,245.89	192,500.00	210,000.00
8215 · Salaries & Wages - Battalion Ch	32,554.84	32,500.00	343,229.04	357,500.00	390,000.00
8216 · Salaries & Wages - Fire Marshal	5,416.66	6,250.00	56,874.93	68,750.00	75,000.00
8217 · Salaries & Wages - Mechanic	5,416.66	5,416.67	56,874.93	59,583.33	65,000.00
8219 · Salaries & Wages - FF PERF Fund	55,534.54	53,750.00	581,916.74	591,250.00	645,000.00
8220 · Salaries & Wages - FF 1977 Fund	265,877.79	229,166.67	2,504,189.33	2,520,833.33	2,750,000.00
8221 · Salaries & Wages - Incentive	3,270.72	16,666.67	96,277.95	183,333.33	200,000.00
8222 · Salaries & Wages - Officer Pay	27,604.17	30,833.33	296,523.03	339,166.67	370,000.00
8223 · Salaries & Wages - Longevity	9,737.50	10,200.00	100,018.75	112,200.00	122,400.00
8224 · Salaries & Wages - Holiday Pay	2,616.67	2,250.00	15,666.67	24,750.00	27,000.00
8225 · Salaries & Wages - Spec Event	0.00	1,666.67	0.00	18,333.33	20,000.00
8226 · Salaries & Wages - Part Time	91,800.00	85,500.00	928,814.25	940,500.00	1,026,000.00
8227 · Salaries & Wages - Sub/Em/Tr/OT	37,438.70	39,166.67	330,912.20	430,833.33	470,000.00
8228 · Salaries & Wages - Admin Assts	9,033.32	9,158.33	100,260.86	100,741.67	109,900.00
8229 · Salaries & Wages - IT Spec	5,833.34	5,833.33	59,500.05	64,166.67	70,000.00
8230 · Salaries & Wages - Trustee Comp	0.00	1,400.00	12,275.40	15,400.00	16,800.00
8235 · Salaries & Wages - Uniform All	0.00	10,833.33	60,125.00	119,166.67	130,000.00
Total Salaries and Wages	601,301.59	589,758.34	6,048,785.43	6,487,341.66	7,077,100.00
Employee Benefits					
8240 · Social Security (Fica)	15,054.76	18,128.83	158,151.48	199,417.17	217,546.00
8241 · Social Security (Medicare)	8,530.63	8,484.17	85,775.29	93,325.83	101,810.00
8242 · State Unemployment Ins	0.00	6,197.50	12,793.97	68,172.50	74,370.00
8243 · Employee Health AD&D Ins	92,678.81	104,500.00	1,073,732.64	1,149,500.00	1,254,000.00
8244 · PERF 1977 Employer Contribution	67,563.75	56,786.67	594,250.97	624,653.33	681,440.00
8245 · Life Insurance	10,504.24	10,259.33	110,449.94	112,852.67	123,112.00
8246 · PERF Fund Employer Contribution	21,941.25	24,007.92	230,226.05	264,087.08	288,095.00
Total Employee Benefits	216,273.44	228,364.42	2,265,380.34	2,512,008.58	2,740,373.00
Other Personal Services					
8251 · Volunteer Fire Co Contract	45,000.00	6,250.00	45,000.00	68,750.00	75,000.00
8252 · Length of Service Annuity	18,234.00	3,750.00	22,106.00	41,250.00	45,000.00
8253 · Medical Services	7,444.02	6,666.67	26,299.14	73,333.33	80,000.00
Total Other Personal Services	70,678.02	16,666.67	93,405.14	183,333.33	200,000.00
Total PERSONAL SERVICES	888,253.05	834,789.43	8,407,570.91	9,182,683.57	10,017,473.00
SUPPLIES					
8300 · Office Supplies	952.22	1,666.67	8,641.71	18,333.33	20,000.00
8301 · Operating Supplies	3,333.07	8,333.33	79,419.54	91,666.67	100,000.00
8302 · Vehicle Maintenance Supplies	3,523.37	9,166.67	38,313.91	100,833.33	110,000.00
8303 · Promotional Supplies	(56.00)	833.33	9,044.57	9,166.67	10,000.00
8304 · EMS Supplies	5,824.20	2,500.00	20,615.12	27,500.00	30,000.00
8306 · IVFA Dues	0.00	250.00	2,110.00	2,750.00	3,000.00
8307 · Payroll Supplies	0.00	208.33	0.00	2,291.67	2,500.00
8308 · Fuel	7,983.37	7,500.00	79,203.19	82,500.00	90,000.00

No assurance is provided on these financial statements.

Monroe Fire Protection District
Statement of Activity - Budget Performance
November 2021

	Nov 21	Budget	Jan - Nov 21	YTD Budget	Annual Budget
Other Supplies					
8311 · Special Chemical Supplies	0.00	416.67	4,800.00	4,583.33	5,000.00
8312 · Fire Prevention Supplies	0.00	833.33	6,153.24	9,166.67	10,000.00
Total Other Supplies	0.00	1,250.00	10,953.24	13,750.00	15,000.00
Total SUPPLIES	21,560.23	31,708.33	248,301.28	348,791.67	380,500.00
OTHER SERVICES & CHARGES					
Professional Services					
8341 · Inspection/Investigations	0.00	625.00	415.00	6,875.00	7,500.00
8351 · Seminars/Training	1,797.25	5,000.00	43,233.42	55,000.00	60,000.00
8352 · Legal Counsel & Expenses	15,901.50	5,416.67	49,861.81	59,583.33	65,000.00
8353 · Equipment Tests/Certifications	1,728.49	1,666.67	6,273.40	18,333.33	20,000.00
8354 · Computer Support	1,333.15	5,833.33	48,815.31	64,166.67	70,000.00
8355 · Accounting Services	3,230.00	4,166.67	37,428.00	45,833.33	50,000.00
Total Professional Services	23,990.39	22,708.34	186,026.94	249,791.66	272,500.00
Communication & Transportation					
8400 · Telephone Services	2,021.72	3,333.33	31,877.74	36,666.67	40,000.00
8401 · Pager System	0.00	416.67	7.95	4,583.33	5,000.00
8402 · Postage	18.54	208.33	754.69	2,291.67	2,500.00
8403 · Travel Expenses	581.26	833.33	5,657.77	9,166.67	10,000.00
Total Communication & Transportation	2,621.52	4,791.66	38,298.15	52,708.34	57,500.00
Printing & Advertising					
8450 · Legal Advertising	0.00	83.33	586.30	916.67	1,000.00
8451 · Printing	76.99	416.67	545.58	4,583.33	5,000.00
Total Printing & Advertising	76.99	500.00	1,131.88	5,500.00	6,000.00
Insurance					
8500 · General Liability Insurance	0.00	10,000.00	103,807.28	110,000.00	120,000.00
8501 · Workmens Compensation	0.00	10,000.00	99,426.00	110,000.00	120,000.00
Total Insurance	0.00	20,000.00	203,233.28	220,000.00	240,000.00
Utility Service					
8550 · Utilities	6,506.98	10,416.67	82,592.57	114,583.33	125,000.00
Total Utility Service	6,506.98	10,416.67	82,592.57	114,583.33	125,000.00
Repairs & Maintenance					
8600 · Vehicle, Eqpt, Bldg Repairs	9,303.19	9,583.33	104,420.57	105,416.67	115,000.00
Total Repairs & Maintenance	9,303.19	9,583.33	104,420.57	105,416.67	115,000.00
Debt Service					
8675 · Hazardous Materials	0.00	833.33	57.85	9,166.67	10,000.00
Total Debt Service	0.00	833.33	57.85	9,166.67	10,000.00
Total OTHER SERVICES & CHARGES	42,499.07	68,833.33	615,761.24	757,166.67	826,000.00
Total Expense	952,312.35	935,331.09	9,271,633.43	10,288,641.91	11,223,973.00
Net Ordinary Income	(750,157.39)	(769,154.34)	121,159.57	(3,505,691.66)	680,161.00
Other Income/Expense					
Other Expense					
8440 · Meals & Awards	0.00		280.97		
8782 · CUM Fund - Station 21 Mortgage	0.00	16,666.67	87,816.18	183,333.33	200,000.00
8784 · CUM Fund - PSLIT	0.00	6,795.50	29,692.57	74,750.50	81,546.00
8779 · C U M Fund Ex - Small Vehicles	0.00	8,333.33	0.00	91,666.67	100,000.00
8780 · CUM Funds - Misc Eqpt	11,717.11	13,000.00	72,066.30	143,000.00	156,000.00
8781 · CUM Fund - Gear	60,762.47	8,333.33	90,915.05	91,666.67	100,000.00
8785 · CUM Fund - Rescue 11 Replacement	0.00	8,333.33	80,340.82	91,666.67	100,000.00
8788 · CUM Fund - Engine 22	0.00	8,333.33	100,000.00	91,666.67	100,000.00

No assurance is provided on these financial statements.

Monroe Fire Protection District
Statement of Activity - Budget Performance
November 2021

	Nov 21	Budget	Jan - Nov 21	YTD Budget	Annual Budget
8789 · CUM Fund - Quint	0.00	17,083.33	17,817.62	187,916.67	205,000.00
8900 · Interest Expense	(10,868.00)	0.00	0.00	0.00	0.00
Total Other Expense	61,611.58	86,878.82	478,929.51	955,667.18	1,042,546.00
Net Other Income	(61,611.58)	(86,878.82)	(478,929.51)	(955,667.18)	(1,042,546.00)
Net Income	<u>(811,768.97)</u>	<u>(856,033.16)</u>	<u>(357,769.94)</u>	<u>(4,461,358.84)</u>	<u>(362,385.00)</u>

Monroe Fire Protection District
Statement of Activity - YTD by fund
January through November 2021

	8603 - Special Fire General	8691 - Special CUM Fire	8840 - Donation Fund	8880 - District 8	8909 - COVID AFG	8917 - 2017 SAFER - 97,083	8950 - FFY21 HMEP 20,703	Rainy Day	TOTAL
Ordinary Income/Expense									
Income									
5000 - Prop Tax Levy	5,000,449.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000,449.47
6140 - Local Income (Ill) Cert Sfs	855,204.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	855,204.51
6110 - Vehicle/Aircraft Excise Tax	380,245.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	380,245.02
6140 - CVET	5,485.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,485.46
6180 - Fire Protection Contracts/Fees	789,150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	789,150.00
6030 - CUM Monroe Co. Prop Tax Levy	0.00	470,960.43	0.00	0.00	0.00	0.00	0.00	0.00	470,960.43
6110 - CUM Vehicle/Aircraft Excise Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6111 - CUM Vehicle/Aircraft Excise Tax	0.00	35,927.87	0.00	0.00	0.00	0.00	0.00	0.00	35,927.87
6141 - CUM CVET	0.00	513.54	0.00	0.00	0.00	0.00	0.00	0.00	513.54
6190 - CUM Fire Protection Contr/Fees	0.00	6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00
7010 - Federal Grant Reimbursement	0.00	0.00	0.00	0.00	3,993.28	0.00	1,800.00	0.00	5,793.28
7200 - District 8 Grant Income	0.00	0.00	0.00	3,121.79	0.00	72,222.84	0.00	0.00	75,344.63
6000 - Other Income	1,725,243.04	0.00	9,003.35	0.00	0.00	0.00	0.00	0.00	1,734,246.39
9010 - Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	8,785,977.50	515,971.84	9,003.35	3,121.79	3,993.28	72,922.84	1,800.00	412.20	9,392,793.00
Expense									
PERSONAL SERVICES									
Salaries and Wages									
8212 - Salaries & Wages - Fire Chief	72,859.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72,859.57
8213 - Salaries & Wages - Asst Chief	186,245.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	186,245.89
8214 - Salaries & Wages - Asst Chief	186,245.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00	186,245.89
8215 - Salaries & Wages - Battalion Ch	343,229.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	343,229.04
8216 - Salaries & Wages - Fire Marshal	56,874.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56,874.93
8217 - Salaries & Wages - Mechanic	56,874.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56,874.93
8219 - Salaries & Wages - FF FF Fund	381,916.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	381,916.74
8220 - Salaries & Wages - FF FF Fund	2,962,277.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,962,277.95
8221 - Salaries & Wages - Incentive	296,523.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	296,523.03
8222 - Salaries & Wages - Officer Pay	100,016.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,016.75
8224 - Salaries & Wages - Holiday Pay	15,666.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,666.67
8225 - Salaries & Wages - Part Time	3,339.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,339.14
8226 - Salaries & Wages - Part Time (OT)	3,339.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,339.14
8228 - Salaries & Wages - Admin Assis	100,260.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,260.86
8229 - Salaries & Wages - IT Spec	59,500.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59,500.05
8230 - Salaries & Wages - Trustee Comp	12,275.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,275.40
8235 - Salaries & Wages - Uniform All	60,125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,125.00
Total Salaries and Wages	6,048,785.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,048,785.43
Employee Benefits									
8241 - Social Security (Fical)	168,151.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	168,151.48
8241 - Social Security (Finance)	85,773.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85,773.29
8242 - State Unemployment Ins	12,793.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,793.97
8243 - Employee Health AD&D Ins	1,073,732.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,073,732.44
8244 - PERF 1977 Employer Contribution	594,250.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	594,250.97
8245 - Life Insurance	110,449.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110,449.94
8246 - PERF Fund Employer Contribution	230,226.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	230,226.05
Total Employee Benefits	2,265,380.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,265,380.34
Other Personal Services									
8251 - Volunteer Fire Co Contract	45,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45,000.00
8252 - Length of Service Annuity	22,106.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,106.00
8253 - Medical Services	26,297.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	26,297.14
Total Other Personal Services	93,403.14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	93,403.14
Total PERSONAL SERVICES	8,407,570.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,407,570.91
SUPPLIES									
8300 - Office Supplies	8,641.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,641.71
8301 - Operating Supplies	71,821.69	0.00	3,594.50	0.00	4,001.35	0.00	0.00	0.00	79,417.94
8302 - Vehicle Maintenance Supplies	38,313.91	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38,313.91
8303 - Promotional Supplies	9,044.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,044.57
8304 - EMS Supplies	20,615.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,615.12
8305 - Fire Tools	4,740.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,740.00
8308 - Fire Tools	75,203.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75,203.19
Other Supplies									
8311 - Special Chemical Supplies	4,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,800.00
8312 - Fire Prevention Supplies	6,153.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,153.24
Total Other Supplies	10,953.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,953.24
Total SUPPLIES	240,703.43	0.00	3,594.50	0.00	4,001.35	0.00	0.00	0.00	248,301.28
OTHER SERVICES & CHARGES									
Professional Services									
8341 - Inspection/Investigations	415.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	415.00
8351 - Seminars/Training	37,041.46	0.00	0.00	4,391.96	0.00	0.00	1,800.00	0.00	43,233.42
8352 - Legal Counsel & Expenses	49,921.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49,921.81
8353 - Forensic Investigations	4,881.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,881.53
8354 - Computer Support	48,815.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48,815.31
8355 - Accounting Services	37,428.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,428.00
Total Professional Services	179,884.98	0.00	0.00	4,391.96	0.00	0.00	1,800.00	0.00	186,026.94

No assurance is provided on these financial statements.

Monroe Fire Protection District
Statement of Activity - YTD by fund
January through November 2021

	8603 - Special Fire General	8691 - Special CIM Fire	8840 - Donation Fund	8880 - District 8	8909 - COVID AFG	8917 - 2017 SAFER - 97,083	8950 - FFY21 HMEP 20,703	Rainy Day	TOTAL
Communication & Transportation									
8400 - Telephone Services	31,877.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,877.74
8401 - Pager System	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8402 - Paper	754.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	754.45
8403 - Travel Expenses	5,657.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,657.77
Total Communication & Transportation	38,298.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38,298.15
Printing & Advertising									
8450 - Legal Advertising	586.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	586.30
8451 - Printing	545.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	545.58
Total Printing & Advertising	1,131.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,131.88
Insurance									
8500 - General Liability Insurance	103,807.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103,807.28
8501 - Workers Compensation	99,426.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	99,426.00
Total Insurance	203,233.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	203,233.28
Utility Services									
8550 - Utilities	82,592.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82,592.57
Total Utility Service	82,592.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	82,592.57
Repairs & Maintenance									
8600 - Vehicle, Eqp't, Bldg Repairs	104,420.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104,420.57
Total Repairs & Maintenance	104,420.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104,420.57
Debt Service									
8675 - Hazardous Materials	57.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57.85
Total Debt Service	57.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57.85
Total OTHER SERVICES & CHARGES	609,569.28	0.00	0.00	4,391.96	0.00	0.00	1,800.00	0.00	615,761.24
Total Expense	9,257,843.62	0.00	3,596.50	4,391.96	4,001.35	0.00	1,800.00	0.00	9,271,633.43
Net Ordinary Income	-471,866.12	515,571.84	5,407.05	-1,270.17	-18.07	72,922.84	0.00	412.20	121,159.57
Other Income/Expense									
Other Expense									
8440 - Meals & Awards	0.00	0.00	280.97	0.00	0.00	0.00	0.00	0.00	280.97
8782 - CUM Fund - Station 21 Mortgage	0.00	87,816.18	0.00	0.00	0.00	0.00	0.00	0.00	87,816.18
8784 - CUM Fund - PSUT	0.00	29,692.57	0.00	0.00	0.00	0.00	0.00	0.00	29,692.57
8780 - CUM Fund - Rec Eqp't	0.00	75,955.00	0.00	0.00	0.00	0.00	0.00	0.00	75,955.00
8785 - CUM Fund - Rescue II Replacement	0.00	80,340.82	0.00	0.00	0.00	0.00	0.00	0.00	80,340.82
8788 - CUM Fund - Engine 22	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00
8789 - CUM Fund - Quilt	0.00	17,817.62	0.00	0.00	0.00	0.00	0.00	0.00	17,817.62
8900 - Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	478,648.54	280.97	0.00	0.00	0.00	0.00	0.00	478,929.51
Net Other Income	0.00	-478,648.54	-280.97	0.00	0.00	0.00	0.00	0.00	-478,929.51
Net Income	-471,866.12	36,923.30	5,126.08	-1,270.17	-18.07	72,922.84	0.00	412.20	-357,769.94

Pricing for Defibrillator replacement:

Vendor	Item	Price
AED Market	Lifepak 1000 refurbished AED w/Accessories (1-year warranty)	\$1361.00
	New (5-year warranty)	\$2713.00
First Aid Market	Lifepak 1000 refurbished AED w/Accessories (1-year warranty)	\$1223.00
	New (5-year warranty)	\$2713.00
AED US	Lifepak 1000 refurbished AED w/Accessories (4-year warranty)	\$1111.00
	New (5-year warranty)	\$2706.00

Recommendation is for purchasing 7 refurbished Defibrillators from AED US for \$1,111.00 each

Total Projected Replacement Cost for 7 Defibrillators and accessories: \$7777.00

PPE & Equipment Purchase Requests

<u>Item</u>	<u>Quote 1</u>	<u>Quote 2</u>	<u>Quote 3</u>
Helmets (16)	\$5,793.76	\$7,148.64	\$6,756.64
SCBA Masks (8)	\$2,718	X	X
MSA Thermal Imaging Cameras (2)	\$4,200	X	X
Seek Thermal Imaging Cameras (2)	\$1,167.98	\$1,026	X
Firefighting Gloves (30)	\$2,195.40	\$2,520	\$2,608.50
SCBA Bottles (30)	\$9,000	X	X
SCBA Cascade Bottles (8)	\$9,200	X	X
AED Defibrillators & Accessories (7)	\$7,777	\$8,561	\$9,527

Additional Information

<u>Model</u>	<u>Vendor</u>	<u>Vendor</u>	<u>Vendor</u>
Bullard Retrak w/Traklite Helmets	MES	The Fire Store	Fire Penny FF Equip
MSA G1 SCBA Mask	DONLEY	X	X
MSA LUNAR (TIC)	DONLEY	X	X
Seek Reveal FirePro X (TIC)	MES	Thermal Imaging Plaza	X
MES Excalibur Gauntlet Fire Gloves	MES	The Fire Store	The Public Safety Store
SCBA Composite Bottle 15 extension	Hexagon Digital Wave	X	X
SCBA Cascade 6000 psi 10 year hydro	Southern Indiana Scuba	X	X
Lifepak 1000 refurbished	AED US	First Aid Market	AED Market