



# Monroe Fire Protection District

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**November 10, 2021**  
**BOARD OF TRUSTEES**  
**MEETING AGENDA**

6:00 pm  
Meeting held via ZOOM

1. **Call to Order and Roll Call**
2. **Changes or Amendments to Agenda**
3. **Public Comment (procedure for public comment on reverse side)**
4. **Approval of Minutes**
  - a. October 13, 2021 – Regular Meeting – ACTION ITEM
5. **Old Business**
  - a. Legal Updates
  - b. Promotion Process
6. **New Business**
  - a. Department Update
    - i. Statistics
    - ii. Administrative Report
    - iii. Operations Report
    - iv. Emergency Medical Services- Special Operations Report
    - v. Community Risk Report
    - vi. Training Report
  - b. Background Checks - \$50.00
  - c. Amend 2021 Salary Ordinance – 001-2021
  - d. 2022 Salary Ordinance for review
  - e. 2022 Volunteer Contract for review
  - f. 2022 Schedule of Board Meetings
  - g. MFPD Personnel Handbook for review
  - h. Proposed Changes to Agenda and Board Presentation
  - i. Small Vehicle Quotes
7. **Claims and Financial Reports**
  - a. Monroe Fire Protection District Claims – ACTION ITEM
  - b. Financial Report – ACTION ITEM
8. **Next Meeting Scheduled:** December 8 at 6:00pm via Zoom
9. **Adjourn**

**Vicky Sorensen**  
Chair

**C. Ed Brown**  
Fiscal Officer

**Mark Kruzan**  
Vice-Chair

**Daniel Vest**  
Board Trustee

**Christina Courtright**  
Board Trustee

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

**Copy Furnished:**

Vicky Sorensen, Chair  
Mark Kruzan, Vice-Chair  
C. Ed Brown, Fiscal Officer  
Daniel Vest, Board Trustee  
Christina Courtright, Board Trustee  
Dustin Dillard, Fire Chief  
George Cornwell, Deputy Fire Chief  
Matt Bright, Deputy Fire Chief  
Steve Coover, Deputy Fire Chief  
Joel Bomgardner, Assistant Fire Chief  
David Ferguson, District Counsel  
Angie Purdie, County Commissioners Office  
Mr. Jeff Cockerill, County Legal  
Station No. 21  
Station No. 22  
Station No. 23  
Station No. 24  
Station No. 25  
Station No. 29  
Station No. 39  
District Files

Procedure for Public Comment or Questions:

The District Board recognizes the value of public comment on district issues and the importance of allowing members of the public to express themselves on district matters. To permit fair and orderly public expression, the Board requests you be respectful of others while they are making public comment. At each Board meeting at which public participation is permitted, the Chair of the Board shall administer the procedures of the Board for its conduct. Public participation shall be permitted as indicated on the order of business and at the discretion of the Chair. Participants must be recognized by the Chair and must preface their comments by an announcement of their name and group affiliation, when appropriate. Patron comments are limited to three (3) minutes. The Chair may interrupt, warn, or terminate a person's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant.



# Monroe Fire Protection District

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## MINUTES OF MEETING OF THE BOARD OF TRUSTEES

Vice-Chair Kruzan called the meeting of the Board of Trustees of the Monroe Fire Protection District to order at 6:00 p.m. EST Wednesday, October 13, 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: Mark Kruzan, Vice Chair  
C. Ed Brown, Fiscal Officer  
Dan Vest, Trustee  
Christina Courtright, Trustee

Those absent were as follows: Vicky Sorensen, Chair (arrived at 6:28pm)

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  
JJ McWhorter, Assistant Chief of Training  
Tammy Bovenschen, Administrative Assistant MFD  
Lorie Robinson, Financial Assistant MFD  
Darrell Cooper, IT, MFD  
Christine Bartlett, Attorney, Ferguson Law  
Jeff Combs, House Captain, MFD

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

## **CHANGES OR AMENDMENTS TO THE AGENDA**

Vice-Chair Kruzan asked if there were any amendments or changes to the agenda.

## **PUBLIC COMMENT**

Vice-Chair Kruzan 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, Vice-Chair Kruzan requested Mrs. Bovenschen not to read.

## **MINUTES OF PREVIOUS MEETING**

Minutes from the September 15, 2021 regular meeting, were presented to the board for approval. Vice-Chair Kruzan asked if there were any questions or comments concerning the minutes. Seeing none, Vice-Chair Kruzan called for a motion to approve the minutes.

Fiscal Officer Brown made a motion to approve the minutes of September 15, 2021 regular session as presented

Ms. Courtright 2<sup>nd</sup>

Motion passed 4-0

## **OLD BUSINESS**

### **a. Legal Updates**

Mrs. Bartlett informed the board that the Governor extended the State of Emergency until October 31, 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 October.

Mrs. Bartlett stated that they have started working on transferring the land from Benton Township. There have been some issues with the title, and have a surveyor working through the issues.

### **b. ISO Review**

Chief Dillard explained that we still have not heard back from ISO. We are near the end of the 6-month window, which is the timeline ISO had given us. If Chief Dillard doesn't hear back in early November, he will reach out to John Beard from ISO to see what is the delay.

### **c. MFD By-Laws**

Vice-Chair Kruzan asked if this item still needed to be on the Agenda. Mrs. Bartlett stated that we should place on the agenda each January as a review and reaffirm the by-laws.

### **d. VISA Card for Administrative Office**

Mrs. Robinson stated that we have not ordered the card as of yet, due to a large number of items on the current cards. Mrs. Robinson will be getting the card ordered and limits changed in November.

**e. Peoples State Bank Authorized Signature cards**

Mrs. Robinson informed the board that the cards have been signed and sent to the bank. We hope that by next week Vice-Chair Kruzan will be an authorized signer.

**f. Township Fire Protection Contracts**

Mrs. Robinson informed the board that the contracts signed by MFPD have been sent to both Polk and Salt Creek township trustees. We have not received anything back from their boards as of today.

**g. Additional Appropriations**

Mrs. Robinson stated that we went before the County Council on Tuesday, October 12 and our additional appropriations were approved unanimously. Mrs. Robinson will send the paperwork to DLGF (Department of Local Government Finance). This appropriation of \$345,000 will be appropriated from the SAFER grant.

**h. Station 25 Lawn Mower**

Chief Dillard informed the board that the mower has been purchased and is in use at Station 25. The crews have stated that they can cut the grass in ½ the time and it is a much smoother ride.

**i. Monroe Fire Volunteer Contract**

Chief Dillard informed the board that the contract has been fully executed and signed by the Volunteer organization.

**NEW BUSINESS**

**a. Department Update**

**i. Statistics**

	<u>September 2021</u>
<b>TOTAL Emergency Calls</b>	<b>347</b>
Fire Calls	20
Over Pressure Rupture, Explosion, Overheat	2
EMS Calls	266
Hazardous Conditions	12
Service Calls	8
Good Intent Calls	22
False Alarms	14
Severe Weather	0
Special Incidents	3
<b>Incidents by Township</b>	<b>287</b>
Bloomington	29
Clear Creek	32
Indian Creek	15
Perry	97
Van Buren	114

<b>Incidents – Contracted Townships</b>	<b>53</b>
Benton	16
Polk	4
Salt Creek	18
Washington	15

<b>Incidents by Aid Given</b>	<b>7</b>
Bean Blossom	0
Bloomington City	1
Ellettsville	2
Richland Township (EFD)	0
Greene County	2
Lawrence County	1
Brown County	1

Average Response (dispatch to arrival on scene)	7 min 35 sec
Average Turnout (dispatch to enroute)	1 min 03 sec
Average Time on Scene	31 min 08 sec

**ii. Administrative Report**

Chief Dillard informed the board that we are still waiting on 2022 government pricing for new vehicle purchasing. Hopefully we will have the pricing available soon, as we would like to bring small vehicle purchases to the board in November.

Chief Dillard stated that we have offered seven individuals’ full-time positions for next year, six will staff Station 26 in Washington Township and the seventh is for a current firefighter who will retire in January. We have scheduled four of those individuals for 1977 Fund physicals, three of the candidates are already in the 1977 Fund and will transfer from other departments within the state. We have scheduled a recruit orientation and training beginning November 1 for a two-week period.

Chief Dillard stated that we have been working on the Personnel Handbook, working through the final adjustments. Once completed we will forward to the Board for review and ultimately to be voted on.

Mrs. Bovenschen mentioned to the board that we have Pink Breast Cancer shirts available if any board member would like one.

Ms. Courtright asked if the delays in government pricing have anything to do with the entire automotive industry delays this year. Chief Dillard stated that yes, he does believe that is the issue with the pricing. Chief Dillard stated that we get to use State Government pricing, which hasn’t been set for 2022.

**iii. Operations**

Deputy Cornwell updated the board on the UTV that had been damaged. It has been sent for repair and we hope to have back in the next two weeks.

Engine 22 headrest seat graphics were sent for approval. Chief Dillard and Deputy Chief Cornwell reviewed and approved.

Deputy Chief Cornwell has been inventorying all of the rescue tools and loose equipment throughout the district. There are some pieces of equipment that will be serviced soon and placed in the appropriate apparatus.

Deputy Chief Cornwell updated the board on recent orders. We are still looking at the late October for the gear order to arrive. The five backpack blowers have been ordered and placed in service. We have replaced the headset on Marine 21.

Deputy Chief Cornwell has ordered new living room chairs for Station 39. When the building was given to the district, the furniture was from the old Station 19, which was all quite worn down. We have ordered 4 new recliners with the MFD logo on the headrest. These recliners should arrive in 6-8 weeks.

Deputy Chief Cornwell stated that Battalion Chief Gillespie has been working on High-Rise Packs and Hydrant Bags. These will be used as a grab and go bags for each apparatus. Battalion Chief Gillespie has ordered a few items to test out, prior to ordering a large quantity at once.

Ms. Courtright asked if the UTV was used in rescue operations and if so, what can we do to replace that item while it is out of service. Deputy Chief Cornwell stated that we do have other UTV's which will be used for any emergencies that arise. The UTV in for repairs is used at the Bloomington Speedway during each race, however races have finished for the year.

Ms. Courtright asked what exactly is a High-Rise Pack. Deputy Chief Cornwell explained that it is a bag that will carry 200 feet of hose, nozzles, and equipment needed for interior attack.

**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. We have asked requested from dispatch how many times we are out of town ambulances responding into Monroe County.

Deputy Chief Bright is also looking into the tiering of how medical calls are dispatched. Our crews are concerned that the Alpha calls, which should be the least severe of any medical call, really should have been dispatched as a higher call (Bravo, Charlie, Delta). Deputy Chief Bright is reviewing call types and our reports after the incident to see if some EMS Alpha calls should have been sent out as a more severe call.

Deputy Chief Bright stated that Mrs. Bovenschen worked with him to get all personnel signed up for blood work in November and physicals in December. Currently things are going very smoothly.

Deputy Chief Bright stated that life jackets have been ordered and are starting to arrive. All items will be placed in service as received. Deputy Chief Bright has also order ropes for rescue.

Vice-Chair Kruzan stated that he has not forgotten the dispatch issues we have expressed. He did have a Zoom meeting set up to speak about dispatch issues, however the meeting was cancelled due to a death in the family.

Vice-Chair Kruzan asked about the out of county dispatch of ambulances. Deputy Chief Bright stated it could be multiple issues as to why out-of-county ambulances are being dispatched. It could be the Monroe ambulances are doing transport, or they are on another call. Simply stated, IU Health is running out of trucks. The back up for IU Health ambulances is Ellettsville Fire Department. It seems to be happening more frequently where Monroe ambulances are not available. Vice-Chair Kruzan asked if Ellettsville Fire is equipped to do transports. Deputy Chief Bright explained that Ellettsville's ambulances are from IU Health, and are used as back-up, they have one at Station 81 and Station 71. Vice-Chair Kruzan asked if dispatch could code something differently so that this type of information could be tracked. Deputy Chief Bright stated that it is possible, however he is not sure how they would go about gathering that information.

Chair Sorensen arrived to the meeting.

**v. Community Risk**

Deputy Chief Coover updated the board on ongoing events.

- INDOT – Deputy Chief Coover has meet with INDOT in order to finalize the take-over of the fire district access point on Burch Road and to look into potentially finding additional locations that would be adventitious for access in the future. Deputy Chief Coover will be working on the permits required for the Burch Road gate updates.



- State Fire Marshal has asked to visit all of MFD stations, Deputy Chief Coover is working with him to find a time to come to Bloomington for a visit.
- We are reviewing the curriculum for the initial fire investigation for the first responder with Wade Walling, who is the director of Fire and Public Safety Academy for Indiana.
- Deputy Chief Coover is regularly attending the Community Risk Reduction Coalition meetings for idea sharing throughout the state.
- Homebound Hoosier vaccination delivery is now on a bi-weekly schedule. There is some consideration of doing booster shots through this program as well.
- Deputy Chief Coover delivered the Critical Incident Stress Management program to spouses and significant others of the fire department. This was received very well. There may be an additional class set up for those who could not attend.
- Deputy Chief Coover is waiting on a search warrant to return.
- We will be posting on social media any fire cause once determined with methods of preventing.
- We are currently working with IVY Tech on new curriculum for the Homeland security degree program which will encompass fire, police and ems as an introduction to terrorism course. This could also expand to additional courses which would be formatted for all three disciplines.
- We are hoping for a sharing of resources for potential paramedic program exclusively for Monroe Fire Protection District at IVY Tech.
- Deputy Chief Coover stated that we have completed 45 pre-plan inspections at local businesses.
- Currently working with Adult Services to get information to them on citizens requesting assistance.
- Deputy Chief Coover attended the monthly in service with the Monroe County Suicide Prevention Coalition.
- Deputy Chief Coover has met with MCCSC about an anti-bullying program.
- Deputy Chief Coover has been contacted concerning a juvenile fire setter.
- Deputy Chief Coover listed all events we have completed during the month of October – fire prevention month.
- Deputy Chief Coover stated we are currently beginning to initiate for limited access right-of-way (LARW) for I69 North for Station 26 when it is completed.
- We are a potential hose for the State Fire Marshal's Fire and Life Safety Educator Conference.

- We will be coordinating a training and a scenario for the Bloomington Police Department negotiators. The topic will be suicidal persons.
- Deputy Chief Bright is working with Monroe County EMA and initializing planning for next year's Safety Calendar and Events.

Ms. Courtright thanked Deputy Chief Coover for his continued efforts in keeping social media updates on the events. Deputy Chief Coover stated that Battalion Chief Allen, who is also the public information officer, keeps the posts updated on our social media.

**vi. Training**

Chief Dillard spoke for the training division as Assistant Chief McWhorter was not available due to testing. During the month of September, 3,135 hours of training was completed. 2,231 of those hours were by full-time firefighters. Upcoming in October:

- Personnel will be attending a Nozzle Forward Class hosted by the Indianapolis Fire Department and will take place at Wayne Township Fire Department. This class is put on by experienced instructors teaching advanced techniques for fire hose advancement.
- We will be hosting Advance Rescue Solutions for two days this month and they will be teaching our Operations personnel some new skills for raising and lowering systems for patient removal as well as a refresher course for our more experienced technician level personnel.
- We have several personnel signed up to attend a building construction symposium hosted by Washington Township/Avon Fire Department. This is an annual class that the training chief of Avon puts together with instructors from across the United States that specialize in different components of building construction to speak as a three-day conference. We have had personnel attend this conference over the last few years.
- We have two stations participating in auto extrication this month. This will be conducted for three days for each station for a total of six days. This training is being hosted by Ken's Westside Towing at their storage lot. Ken's is a very important asset to our department and provides all of our cars for this type of training.
- We are finalizing our process for a two-week recruit class for the new hires coming in November. This will consist of two full weeks of attending classes which range from physical evolutions, to classroom sessions. The recruits will be spending a night during class with crews at a different house to learn the etiquette of being part of the team as well as how the camaraderie is around the

kitchen table and the tasks that we complete every night as a member of the District. Various ranks of the department are assisting with this class as well as an outside instructor.

- We have received back two asbestos reports, both clear, for potential structures to burn. We hope to have live fire training in November of those properties.

**b. Server Infrastructure Upgrade**

Mr. Cooper, IT Specialist presented the board with a recommendation to purchase equipment for a new server to be located at the administrative complex. Mr. Cooper explained each piece of equipment needed in detail and the purpose of the equipment.

Fiscal Officer Brown made a motion to approve the purchase of the Dell component of the server upgrade.

Chair Sorensen 2<sup>nd</sup>

Motion passed 5-0

Fiscal Officer Brown made a motion to approve the software components for the server upgrade.

Chair Sorensen 2<sup>nd</sup>

Motion passed 5-0

Fiscal Officer Brown made a motion to approve the rack system components for the server upgrade.

Chair Sorensen 2<sup>nd</sup>

Motion passed 5-0

**c. Hiring of Full-Time Firefighters**

Chief Dillard explained that we have extended conditional offers of employment pending 1977 PERF physicals to seven individuals. Chief Dillard listed the names of the seven new candidates for hire:

1. Joshua Strange
2. Joshua Fowler
3. Andrew Whittington
4. Nicholas Kerr
5. Eric Griffin
6. Seth Knapp
7. Ryan Pursell

Five of the candidates will need physicals, however two are lateral transfers and will not need physicals. The lateral transfers are Joshua Strange and Joshua Fowler.

**d. Promotion Process**

Chief Dillard explained that we are conducting testing tonight for the Lieutenants and Sergeants promotional process. We will be interviewing those that pass with 70% or higher score on the test. Interviews will be conducted on Wednesday, October 27.

Chief Dillard stated that if any board member would like to attend or participate in the Interview process, please contact Chief Dillard.

**e. I-69 Emergency Action Gate Quote**

Chief Dillard explained to the board that we currently have an emergency action gate at Burch Road and I-69. The current gate system is a two-process system, with a gate on Burch Road and a gate at I-69 entrance. After conversations with INDOT, Deputy Chief Coover has received permission for us to maintain the gate access. We would like to put a sliding gate, with electronic capabilities, so that we can open and close with a remote. By changing the gate system, it will allow crews to access I-69 more quickly. The current gate system requires a crew member to get out of the truck, unlock the gate, swing the doors open, let the apparatus through, then go to the second gate and repeat. It was noted that during the winter months, the gate carabiners and locks can be frozen and on very windy days, the gates may swing back and hit the apparatus. Chief Dillard stated that in an emergency situation, 3 or 4 minutes can be the factor in saving someone's life.

Mrs. Bovenschen went over the quote. The total quote was for \$4,300 which include 1 22-foot custom made gate with 5 terminals and hardware for \$3,000 and 1 solar powered gate opener with two remotes for \$1,300. This quote comes with a one-year limited warranty and will support up to 120 emotes to be programmed for future growth if needed. Chief Dillard stated that the individual has offered to install the gate at no additional cost.

Vice-Chair Kruzan asked for questions from the board. Ms. Courtright asked where the two remotes will be located. Chief Dillard explained that the remotes will be located on apparatus from Station 39, as they are the first to respond. Once we have responded, the gates will be left open for any additional crews that would need to use that access point. Upon exiting I-69 the same remotes will be used to closes the gate. Chair Sorensen asked what line from the budget this would be paid for. Chief Dillard explained this will come from the cumulative fund. Vice-Chair Kruzan asked if there was a manual override on the gate. Chief Dillard explained that yes, there would be a manual override.

Vice-Chair Kruzan called for a motion.

Chair Sorensen made a motion to approve the Solar Emergency Gate for I-69 as quoted for \$4,300 to be taken from the cumulative fund.

Ms. Courtright 2<sup>nd</sup>

Motion passed 5-0

Vice-Chair Kruzan stated that this is another example of pro-active leadership by the Chief and members of the staff.

## **CLAIMS AND FINANCIAL REPORT**

### **Claims:**

#### **a. Monroe Fire Protection District Claims:**

Mrs. Robinson went over the claims signed August 26-28, August 29-September 9, September 9-September 16, September 17-23 and September 24-29, 2021.

**Payroll:** Included the semi-monthly payrolls for September 2021.

Vice-Chair Kruzan called for a motion to approve claims for September 2021. Fiscal Officer Brown made a motion to approve claims dated August 26-28, August 29-September 9, September 9-September 16, September 17-23 and September 24-29, 2021.

Chair Sorensen 2<sup>nd</sup>  
Motion Passed 5-0

#### **b. District 8 Claims:**

Mrs. Robinson stated there are no District 8 claims.

#### **c. Financial Report:**

Mrs. Robinson went over the Financial Report dated September 30, 2021. Mrs. Robinson stated that we should have expended 75% of our budget. We have currently expended 69% of the budget overall. Mrs. Robinson stated that everything is in line for the cumulative fund.

Mrs. Robinson stated that at the November meeting she will bring her year-end projections to the board.

Mr. Vest made a motion to approve the Financial Report for September 30, 2021.  
Fiscal Officer Brown 2<sup>nd</sup>  
Motion passed 5-0

## **NEXT MEETING**

Mrs. Bovenschen stated that the next meeting will be the budget adoption by the Monroe County Council on Tuesday, October 19, 2021 via zoom beginning at 5:30pm

Vice-Chair Kruzan mentioned that while dealing with the County Council, the presentations by the district have been very informative for the public. This just shows the credibility of the Chief, Mrs. Robinson and the entire district staff who have worked diligently on the budget.

## **ADJOURN**

Vice-Chair Kruzan called for a motion to adjourn.  
Fiscal Officer Brown made a motion to adjourn at 8:01pm  
Motion passed 5-0

Dated: October 13, 2021

Aye:

\_\_\_\_\_  
Vicky Sorensen, Chair

\_\_\_\_\_  
Mark, Kruzan, Vice-Chair

\_\_\_\_\_  
C. Ed Brown, Fiscal Officer

\_\_\_\_\_  
Christina Courtright, Trustee

\_\_\_\_\_  
Daniel Vest, Trustee

Nye:

\_\_\_\_\_  
Vicky Sorensen, Chair

\_\_\_\_\_  
Mark Kruzan, Vice-Chair

\_\_\_\_\_  
C. Ed Brown, Fiscal Officer

\_\_\_\_\_  
Christina Courtright, 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  
Station No. 21, Bulletin Board  
Station No. 24, Bulletin Board  
Station No. 29, Bulletin Board

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. 23, Bulletin Board  
Station No. 25, Bulletin Board  
Station No. 19, Bulletin Board



# Monroe Fire Protection District

## Statistical Summary



October 1 – 31, 2021

<b>Incidents by Category:</b>	<b>Count:</b>
Fires	8
Over Pressure Rupture, Explosion, Overheat	0
Emergency Medical Services – EMS	260
Hazardous Condition (no fire)	21
Service Calls	6
Good Intent Calls	24
False Alarms	25
Severe Weather	0
Special Incidents	0
<b>Total</b>	<b>344</b>

<b>Incidents by District Townships:</b>	<b>Count:</b>
Bloomington	34
Clear Creek	45
Indian Creek	3
Perry	78
Van Buren	107
<b>Total</b>	<b>267</b>

<b>Incidents by Fire Protection Contracted Services Townships:</b>	<b>Count:</b>
Benton	24
Polk	5
Salt Creek	14
Washington	17
<b>Total</b>	<b>60</b>

<b>Incidents by Aid Given To:</b>	<b>Count:</b>
Bean Blossom	0
Bloomington City	3
Ellettsville	4
Richland Township (EFD)	4
Green County	6
Lawrence County	0
Brown County	0
<b>Total</b>	<b>17</b>

<b>Average RESPONSE Time (Dispatch to Arrival)</b>		
<b>Station:</b>	<b>EMS:</b>	<b>FIRE:</b>
Station 21	10:21	08:14
Station 22	07:30	10:31
Station 23	05:55	
Station 24	10:27	
Station 25	09:25	09:41
Station 29	06:12	08:26
Station 39	05:00	04:49
<b>Average for All Calls:</b>		<b>07:48</b>

<b>Average TURNOUT Time (Dispatch to Enroute)</b>		
<b>Station:</b>	<b>EMS:</b>	<b>FIRE:</b>
Station 21	01:43	01:12
Station 22	00:46	01:49
Station 23	00:50	
Station 24	01:40	
Station 25	01:13	02:39
Station 29	00:56	01:24
Station 39	00:26	00:44
<b>Average for All Calls:</b>		<b>1:05</b>

<b>Average Time Spent On Scene</b>
<b>23:06</b>

**Number of Refusals Obtained by MFD Personnel: 13**

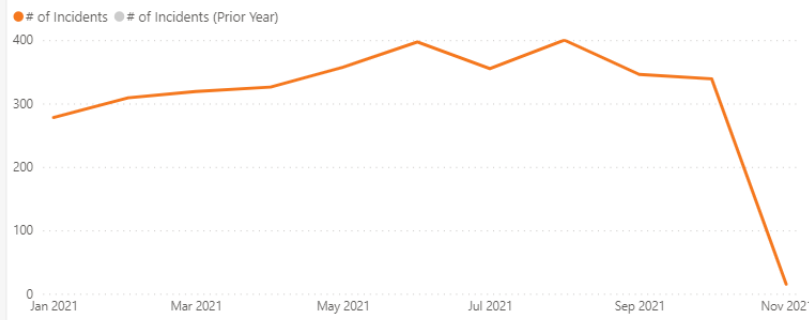


# INCIDENTS: REVIEWED INCIDENT COUNTS

Monroe Fire Protection District | Last Refresh: 11/2/2021 8:00 PM

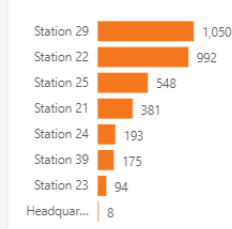
3,441 Incidents Filtered    10 Not Reviewed    3,441 Incidents YTD    (Blank) Prior YTD    3,441 Δ over PYTD    (Blank) % over PYTD

## # of Incidents by Month

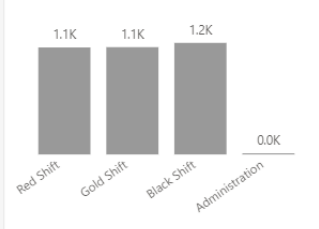


Incident Series	# of Incidents
1XX - Fire	170
2XX - Overpressure Rupture, Explosion, Overheat(no fire)	9
3XX - Rescue & Emergency Medical Service Incident	2,620
4XX - Hazardous Condition (No Fire)	121
5XX - Service Call	53
6XX - Good Intent Call	297
7XX - False Alarm & False Call	157
8XX - Severe Weather & Natural Disaster	1
9XX - Special Incident Type	13
<b>Total</b>	<b>3,441</b>

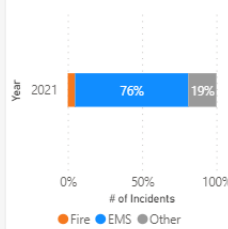
## Top Stations by # of Incidents



## # of Incidents by Shift

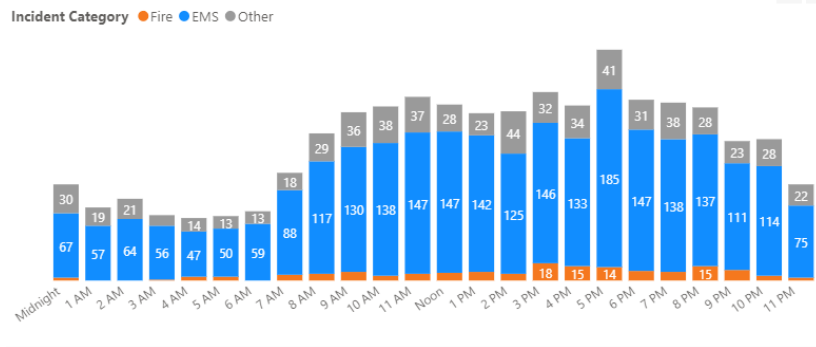


## # of Incidents by Category

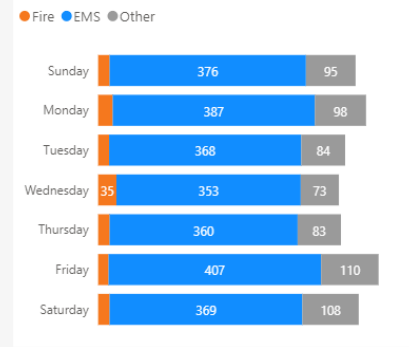


Total Incident Count as of 11/2/21

## # of Incidents by Hour of the Day



## # of Incidents by Weekday and Incident Category



# **Administrative Monthly Report November 2021**

## **■ CURRENT SITUATION**

- Enrolling seven new hires in the Indiana Public Retirement System Police and Fire 1977 Fund and health insurance plans
- Receiving reports and compiling information regarding Central Dispatch EMS ProQA
- Reviewing potential changes in Medical Direction
- Reviewing ISO protection class notification. We have obtained the water supply credit and all properties within five road miles of our fire stations will be rated at a Class 4 beginning February 1, 2022
- Personnel manual has been completed by staff and is now up for review and amendments by the Board with their ultimate approval.

## **■ ACCOMPLISHMENTS**

- Proclamations have been presented to our township trustee partners
- Received grant for wildland firefighting personal protective equipment in the amount of \$10,000. This will be fully executed in early 2022
- Received grant for fitness equipment in the amount of \$50,000. This is a federal Assistance to Firefighters Grant and is fully executed. A committee has been formed to review current equipment station needs.
- Volunteer contract has been fully executed for 2021
- Flag Pole installed at Station 39. Special thank you to Captain Jeff Bailey and his sons, Firefighter AJ Bowers, Heartland Construction and J&J Concrete.
- All parts of new server have arrived. HAL is on the way

## **■ PLANNED ACTIVITIES**

- Prepare supporting documentation to assist our citizens with the ISO changes and their insurance premiums.

# Operations Monthly Report November 2021

## ▪ **CURRENT SITUATION**

- Sorting through spare fire/rescue items at each of the District's fire stations. All spare items will be relocated to the back garage at Station 29 to be stored in a central location for deployment as needed
- Working on numerous standard operating guidelines (SOG) for fire related emergencies
- Several SCBA bottles have been removed from stations and rigs and are currently being hydrotested. Some of our SCBA bottles that have recently surpassed their fifteen-year mark can be sent to Colorado to be recertified for an additional fifteen years.

## ▪ **ACCOMPLISHMENTS**

- Aircraft Rescue Firefighting (ARFF) standbys are now in place. The Monroe County Airport is alerting us to schedule ARFF standbys. This will allow us to monitor the frequency of these events to plan for ARFF firefighter coverage of the airport in future years.

## ▪ **PLANNED ACTIVITIES**

- Centralize all spare items and thoroughly inventory.
- Complete SOGs.

## **EMS / Special Operations Report**

- Dispatch Update
  - CAD
  - PRO QA
  - FSERVICE calls
- Health and Wellness Update
  - Physicals underway
- EMS Update
  - Patient Refusals
  - Additional EMS statistics
  - Possibilities for Ambulance Purchase / Use
  - Changing EMS Protocols and Medical Direction
- Special Operations Update
  - Hazardous Materials
  - Equipment on Order

# CRR Monthly Report November 2021

## ■ CURRENT SITUATION

- Finalizing a Fire Watch outline for use by occupancies with Fire Alarm issues
- Fire Prevention Ordinance
- Monitoring Dispatching issues to provide Standard of Service for the District
  
- INDOT
  - INDOT progress for the Harmony Road Bridge barrier and
  - The permitting required for the Burch Road gate
  
- State Fire Marshal:
  - Participating in data sharing for run types throughout the state and methodologies to reduce the number of these incidents
  
- Monroe County Health Department:
  - Homebound Hoosier Vaccination Delivery on hold due to lack of participation
  
- MCCSC Anti-Bully
  - Program to assist in the prevention of potential violence in the schools
  - Establishing a Youth Fire Prevention and Intervention program within the schools as a method to assist with the prevention of violence
  
- IVY Tech
  - Digital Fire Simulator Purchase as part of a training sharing program with Ivy Tech

## ■ ACCOMPLISHMENTS

- Pre Plans and Safety Surveys
  - Currently Companies have been completing inspections
  
- Adult Services
  - Kings Road
  
- Critical Incident Stress Management
  - Provided overview to newly hired Firefighters
  
- Provided information to the Indian Donor's Network regarding a Patient
  
- Fire Prevention activities
  - October 16 Fowler's Pumpkin Patch Touch a Truck
  - October 17 Hero's Day Hoosier Hills Food Bank

## CRR Monthly Report November 2021

- October 22 Lakeview Elementary Touch a Truck/Trick or Treat Trail
- Halloween Open House Station 24
- November 8 Prevention/Career presentation Cub Scouts

### ▪ **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
  - INDOT will be providing Monthly progress updates for the Barrier on Harmony Road Bridge
- **State Fire Marshal:**
  - Attempting to find a mutually convenient time for the Fire Marshal to come and tour the entire Fire District and the visit all the fire stations. This has been delayed by COVID #s and will most likely be scheduled when the mask mandate is lifted for the county
  - Potential host for Fire and Life Safety Educator Conference Fall of Next Year Ivy Tech
- **Fire Investigation**
  - Patiently waiting on Search warrant information to return
- **Deer Safety Awareness Program on Social Media**
- **Bloomington Police Department**
  - Will be coordinating a training and a scenario for their negotiators with the topic of suicidal person
- **Monroe County EMA**
  - Initializing planning for next year's Safety Calendar and Events
- Will be meeting with MCCSC as part of the school safety committee
- Attempting to set up in-service for MCJPS regarding JFS program
- Area 10 partnership for assistance to Seniors regarding health care access



# Monroe Fire Protection District

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## Training Report

2,781 hours of training for October. 1,886 of those hours from full-time firefighters

### Upcoming for November:

- 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 12<sup>th</sup> 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 13<sup>th</sup> 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, RSVP [jjmcwhorter@monroefd.org](mailto:jjmcwhorter@monroefd.org)
- 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
- I 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.

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

# MONROE FIRE PROTECTION DISTRICT

3953 S. KENNEDY DRIVE  
BLOOMINGTON, INDIANA 47401 - 9619

DEPARTMENT: (812) 334-7026  
FAX: (812) 339-5747

BUSINESS: (812) 331-1906  
FAX: (812) 336-1166

February 9, 2021  
Amended Nov. 10, 2021

## Ordinance 01-2020~~1~~ 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 2021

Payments of amounts as indicated within this ordinance are subject to budget approval of such amounts by the Monroe County Council and the ~~Indiana State Board of Tax Commissioners,~~ 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 following provisions pertaining to salary, wages, compensation and allowances be in effect for calendar year 2021.

### 1.) Full Time Employees' Salary:

<u>Title/Position</u>	<u>Salary per annum</u>
Chief	\$ 80,000.00
Deputy Chief	\$ 75,000.00
Assistant Chief	\$ 70,000.00
IT Specialist	\$ 70,000.00
Battalion Chief	\$ 65,000.00
Fire Marshal	\$ 65,000.00
Mechanic	\$ 65,000.00
1st Class Firefighter	\$ 60,000.00
Administrative Assistant	\$ 54,200.00

Part - Time Employees - \$12.00 - \$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 at Individual Overtime Rates.

**3.) Officer Pay:**

Officers of the department will be paid the following amounts per annum for satisfactory performance of duties of 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
<b>(1) Fire Marshal</b>	<b>\$ 10,000.00</b>
(8) Captains	\$ 7,500.00
( <del>14</del> 16) Company Officer	\$ 3,500.00
(15) Sergeants	\$ 2,500.00
(15) Chauffers	\$ 1,500.00
<b>(6) Part time Chauffers**</b>	<b>\$ 750.00 ** (paid in Dec)</b>

**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 health insurance in lieu of the department paid health insurance. This amount will be included in regular salary 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 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 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.

\*\*\* At this time, the specialized training certification pay is being configured between the MFPD, VBFD and NMFT.\*\*\*

#### **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) distributed equally in June and December.

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

#### **8.) Length of Service Annuity:**

For volunteers only. Per district approved program. 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 to amount per annum, as indicated below: President, Vice President, and Fiscal Officer **& (2) Board Members will each be compensated \$3,356.**

Compensation will be distributed equally and quarterly, based upon a calendar quarter, and normally paid on March 1, June 1, September 1 and December 1.

#### **10.) Contract with Volunteer Fire Company:**

Per negotiated contract.

#### **11.) Certified Salary:**

Full-time 1977 Fund Firefighters: The certified salary of a first class firefighter for calendar year 2021, will be Sixty thousand dollars (\$60,000.00) plus longevity up to 20 years, which is Three thousand dollars (\$3000.00) maximum and will be Sixty-three thousand dollars (\$63,000.00) total.

#### **12.) Overtime:**

Overtime rate is set at time and a half. Per the district board's approval.

**13.) Withholding for health insurance:**

All Full time employees: Each participant will have five to fifteen percent (5% - 15%) of the gross premium for their insurance withheld from their pay in the two (2) times a month pay check, 24 pay periods per annum. 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 wishes to add any eligible dependents to the District's insurance plan the following calendar year. Such eligible dependents will be added to the District's health insurance plan effective January 1. **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 before February 15, 2021**

**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 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 EST on the day of the holiday. Personnel must work their full shift to receive full additional pay or 12 hours to receive (\$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

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

~~References: Per telephone call from district business manager to Mr. Chuck Nemith, ISBA, December 03, 1997, (317) 232-2513. Mr. Nemith indicated that once a personnel position salary is established for the calendar year, it cannot be increased during that year. Per telephone call to Mr. Burce Hartman, County Supervisor (which includes fire districts), December 04, 1997, he indicated that there are no prohibitions to line item transfers within budget classification, to include budget allocation transfers to salaries and wages. However, budget allocation transfers between classifications requires board action.~~

**To be removed**

**Ordinance 01-2020~~1~~**  
**Salary, Wages, Compensation and Allowances Ordinance**

**PASSED BY THE BOARD OF TRUSTEES OF THE MONROE FIRE PROTECTION DISTRICT  
BLOOMINGTON, MONROE COUNTY, INDIANA,  
AMENDED ON THIS 10th DAY OF NOVEMBER, 2021.**

"AYES"

"NAYS"

\_\_\_\_\_  
Vicky Sorensen, Chairman

\_\_\_\_\_  
Vicky Sorensen, Chairman

\_\_\_\_\_  
Ed Brown, Fiscal Officer

\_\_\_\_\_  
Ed Brown, Fiscal Officer

\_\_\_\_\_  
Mark Kruzan, Vice Chairman

\_\_\_\_\_  
Mark Kruzan, Vice Chairman

\_\_\_\_\_  
Daniel Vest, Board Trustee

\_\_\_\_\_  
Daniel Vest, Board Trustee

\_\_\_\_\_  
Christina Courtright, Board Trustee

\_\_\_\_\_  
Christina Courtright, Board Trustee

ATTEST: \_\_\_\_\_  
Ed Brown, Fiscal Officer

# 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 **health Medical** insurance in lieu of the department paid **health Group Medical** insurance. This **amount allowance will be paid in 24 equal amounts will be paid in the regular salary** 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 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 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.

~~\*\*\* At this time, the specialized training certification pay is being configured between the MFPD, VBFD and NMFT.\*\*\*~~

To be removed

**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 in~~ June and December.

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

**8.) Length of Service Annuity:**

For volunteers only, per ~~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 ~~to an amount of \$3,460~~ per annum, as indicated below: President, Vice President, ~~and~~ Fiscal Officer & ~~Four (4) Board Members (\$3,356)~~ will each be paid a compensation distributed equally and quarterly, based upon a calendar ~~quarter year~~ and normally paid on March 1, June 1, September 1 and December 1.

**10.) Contract with ~~the Monroe Fire Protection District Volunteers, Inc. Volunteer Fire Company:~~**

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 Per ~~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 for their insurance 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 wishes plans to add any eligible dependents to the District's insurance plan the following calendar year. Such eligible dependents will 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 before February 15, 2024 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 EST 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

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



**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, Chairman

\_\_\_\_\_  
Vicky Sorensen, Chairman

\_\_\_\_\_  
Ed Brown, Fiscal Officer

\_\_\_\_\_  
Ed Brown, Fiscal Officer

\_\_\_\_\_  
Mark Kruzan, Vice Chairman

\_\_\_\_\_  
Mark Kruzan, Vice Chairman

\_\_\_\_\_  
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 Ad Day day of Ad Month, 2022, 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 2021, the District will pay the Association up to sixty thousand dollars (\$Add \$ here) for providing services described in this agreement. The District will pay the Association by the 15th of November, 2021, forty-five thousand dollars (\$Add \$ here.). The remaining amount of fifteen thousand dollars (\$Add \$ here) will be paid by the 30th of December, 2021, 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 15<sup>th</sup> 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 (\$Add \$ here) 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, 2021, and ending at 11:59 PM on the 31st of December, 2021. 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  
Chairman, Board of Trustees

\_\_\_\_\_  
Mark Kruzan  
Vice-Chairman, Board of Trustees

\_\_\_\_\_  
Ed Brown  
Fiscal Officer, Board of Trustees

\_\_\_\_\_  
Christina Courtright  
Board of Trustees

\_\_\_\_\_  
Daniel Vest  
Board of Trustees

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



**2022**

## **BOARD OF TRUSTEES**

### **REGULAR MEETING SCHEDULE:**

<b>January 12<sup>th</sup></b>	<b>February 9<sup>th</sup></b>	<b>March 9<sup>th</sup></b>
<b>Station 22</b>	<b>Station 21</b>	<b>Station 23</b>
<b>3953 S Kennedy Dr</b>	<b>9094 S Strain Ridge Rd</b>	<b>8019 S Rockport Rd</b>
<b>April 13<sup>th</sup></b>	<b>May 11<sup>th</sup></b>	<b>June 8<sup>th</sup></b>
<b>Station 25</b>	<b>Station 29</b>	<b>Station 39</b>
<b>5081 N. Old State Road 37</b>	<b>2130 South Kirby</b>	<b>9019 S Hinds Road</b>
<b>July 13<sup>th</sup></b>	<b>August 10<sup>th</sup></b>	<b>September 14<sup>th</sup></b>
<b>Station 24</b>	<b>Station 26</b>	<b>Station 22</b>
<b>7606 E. State Road 45</b>	<b>TBD</b>	<b>3953 S Kennedy Dr</b>
<b>October 12<sup>th</sup></b>	<b>November 9<sup>th</sup></b>	<b>December 14<sup>th</sup></b>
<b>Station 21</b>	<b>Station 23</b>	<b>Station 25</b>
<b>9094 S Strain Ridge Rd</b>	<b>8019 S Rockport Road</b>	<b>5081 N. Old State Road 37</b>

**Per IC 36-8-11**

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



# MONROE FIRE PROTECTION DISTRICT

PERSONNEL HANDBOOK

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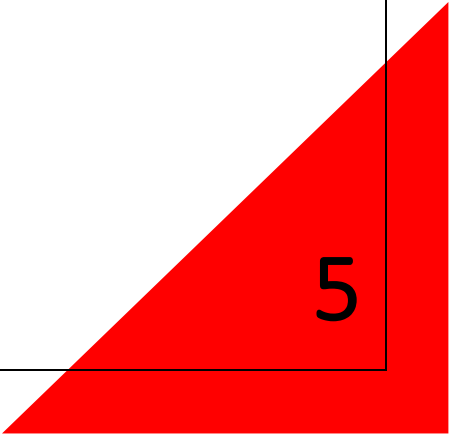
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# THE DISTRICT

# 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 (MFD) 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 annexation, a simple change of state law in 2019 meant that an eligible township which joined the district could ensure that the current tax levies were secured into the future. Thus, protecting the high levels of service which township residents had already invested in. 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 Board (MFD) 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 District 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 MFD 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 MFD Chief or MFD Board of Trustees in carrying out their personnel responsibilities. The MFD Board of Trustees has authority of all parts of this policy, and conditions of employment for the District.

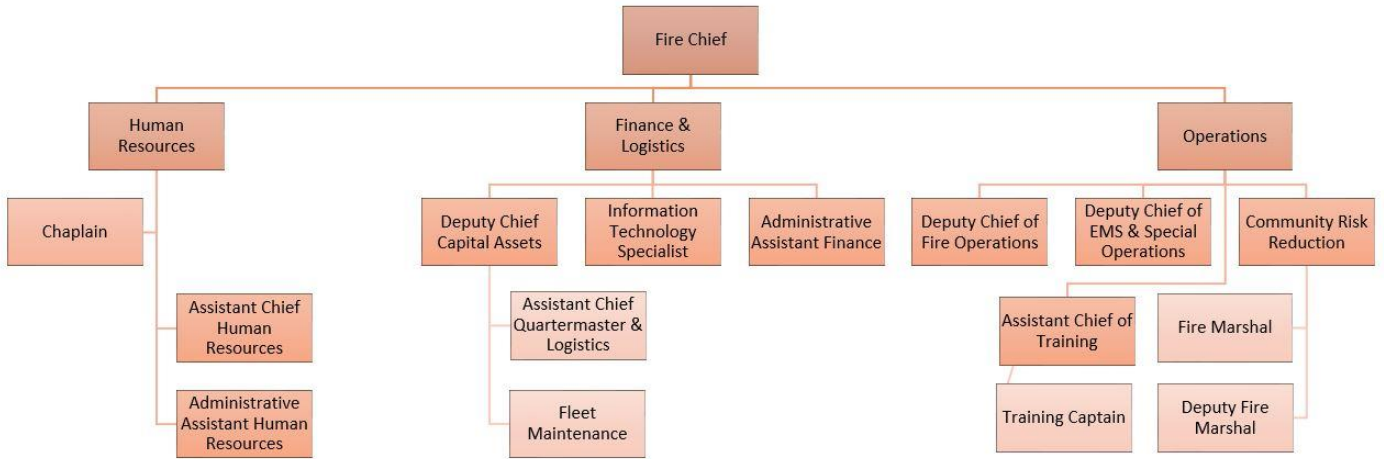
## REVISIONS

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.

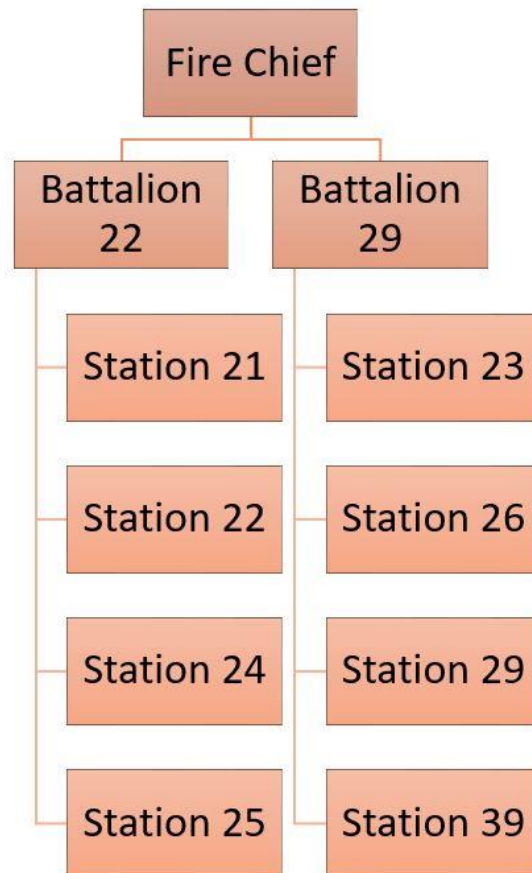
# MONROE FIRE PROTECTION DISTRICT

## ORGANIZATIONAL CHARTS

### Administration



### Operations



# EMPLOYMENT/ VOLUNTEER MEMBERSHIP

# MONROE FIRE PROTECTION DISTRICT

## **EQUAL EMPLOYMENT OPPORTUNITY**

To provide equal employment and volunteer opportunities to all, employment decisions at MFD will be based on merit, qualifications and abilities. MFD 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 MFD 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 MFD Chief as soon as possible. MFD 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 MFD 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 District within the past three years, or if their previous I-9 form is no longer available or valid. MFD will not retaliate against anyone for raising questions about immigration law compliance. The District reports each new hire to the Department of Homeland Security via E-Verify, as required by law.

## **EMPLOYMENT / VOLUNTEER APPLICATION**

The MFD 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 District membership, or, if the person has been hired, termination of employment. A criminal history investigation of all applicants is required. District 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 District.

# MONROE FIRE PROTECTION DISTRICT

## **EMPLOYMENT OF FAMILY MEMBERS / NEPOTISM**

It is the policy of the MFD 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, an 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 District'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 as a firefighter. 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 District 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 District. Volunteer members do not receive any employment benefits from the District. Volunteer personnel are eligible for Length of Service Awards Program (LOSAP) benefits as well as an annual car and uniform allowance.



# MONROE FIRE PROTECTION DISTRICT

## *Auxiliary*

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

## **POSTING OF DISTRICT EMPLOYMENT OPPORTUNITIES**

District 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 DISTRICT**

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

# WORKING CONDITIONS

# MONROE FIRE PROTECTION DISTRICT

## ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, the MFD 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 district medical provider for evaluation.

Poor attendance, excessive tardiness, and absence which places an undue burden on the District are disruptive to both the organization and coworkers. Such absences 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 District. It is the responsibility of each employee of the District to be accountable for the security of personal clothing and any equipment issued by the District. 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 District Procedures.

In addition to duty uniforms, the District 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 District. All PPE in use within the district shall meet applicable standards and regulations as well as District 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: District approved shorts, sweatpants, t-shirt.
3. Class "D" (Duty) Uniform: District approved uniform clothing, i.e.: black pants (khaki-battalion only), t-shirts (polo-battalion only), all-black shoes / boots, black belt, socks, hats, or jackets.
4. Class "C" (Admin / Classroom Training) Uniform: Polo / collared shirt, khaki dress style pant.
5. Class "B" Uniform: Blue or white dress shirt (long or short sleeve), matching blue or white plain undershirt, LAPD navy blue straight-leg pants, black polished shoes, black belt, black socks, with rank appropriate badge, brass, and insignia
6. Class "A" Uniform: Issued LAPD navy blue dress coat, long sleeve dress shirt, undershirt, LAPD navy blue dress pants, black high gloss dress shoes, LAPD navy blue or white dress hat, white gloves, LAPD navy blue tie, black dress belt, black socks, with rank appropriate badge, brass, and insignia.

# MONROE FIRE PROTECTION DISTRICT

## *Appearance*

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

## **SAFETY**

To assist in providing a safe and healthy environment for all members and visitors, MFD 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 MFD.

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.

## MONROE FIRE PROTECTION DISTRICT

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**

MFD recognizes the potential exposure of its members to communicable diseases in the performance of their duties and in the normal work environment. MFD 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 District 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.

## MONROE FIRE PROTECTION DISTRICT

If you experience harassment while working for the District, 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 District 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 District feels that individual rights are violated when they are involuntarily exposed to pornographic materials. District 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 District buildings or vehicles.

### **WORKPLACE VIOLENCE**

The Monroe Fire District is committed to preventing workplace violence and maintaining a safe work environment. The District 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 district 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 District. 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 District 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 District 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 District. Members who have knowingly made false allegations or claims

## MONROE FIRE PROTECTION DISTRICT

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 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 District 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.

### **FRATERNIZATION POLICY**

Members may develop friendships and relationships both inside and outside of the workplace if those relationships do not negatively impact work. No uniformed member shall engage in any sexual activity while on duty. Any relationship that interferes with District 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 District 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 Fire District apparatus. This includes talking, text messaging, sending/viewing photos, and videos, etc.

The use of Monroe Fire District paid postage for personal correspondence is not permitted.

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

## MONROE FIRE PROTECTION DISTRICT

- 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 district issued e-mail accounts are property of the District.
- Monroe Fire District 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 District 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 MFD that photos or video images taken while on duty or while representing the District shall be the property of the MFD. Any such photographic and/or video images may not be released to the public or any news media organization without the express permission of the District 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 District personnel while on duty shall be the property of the District. Images or videos shall be immediately surrendered to the Chief, Chief's designee or the District PIO.

Refrain from using social media while on equipment provided by the District, unless work-related and authorized by your supervisor. Do not use District 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 District or its members are not allowed. Members shall not represent themselves as a spokesperson for the District. If MFD is a subject of the content you are creating, be clear and open about the fact that you are a member of the District, and make it clear that your views do not represent those of the District, co-workers, members, suppliers or others working on behalf of the District. 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 DISTRICT OWNED VEHICLES**

District owned vehicles may be used only for District business. Personal use of District owned vehicles is prohibited. Drivers and passengers in any District apparatus shall use seat belts and



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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 MFD 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 District must have a valid Indiana motor vehicle operator's license and must provide a current copy to the District.
- Members of the District must have an active auto insurance policy. Proof of insurance may be required by the District biannually.
- Members driving a motor vehicle on behalf of the District must notify the District 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 District 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.
    - 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 District business that occurred in the most recent three-year period.
  3. Two at-fault accidents while driving on District 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 District, pending resolution of the charge.

# MONROE FIRE PROTECTION DISTRICT

## VEHICLE ACCIDENTS / INCIDENTS AND REVIEW

All accidents involving and damage occurring to Fire District 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 District apparatus and any non-district 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 District apparatus will require a District 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 Fire District apparatus includes any internal and external equipment such as emergency lighting, siren, radios, computers, etc.

At the direction of the Chief, the District 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 MFD 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 District that belongs to the District. This equipment must remain in the control and custody of the member that it was assigned to. Issued equipment that is damaged, lost, or stolen must be reported within twenty-four (24) hours of the incident.

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

Deliberate or willful misuse, theft, loss, damage, or destruction of any tool, equipment, or unauthorized disposal of other property owned by the District, 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 District 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

## MONROE FIRE PROTECTION DISTRICT

tobacco, or vapor products) while on District property, or in a vehicle owned and/or operated by the MFD. This policy extends to all members while in uniform, as well as any District detail, training, or emergency scene.

### **DRUG AND ALCOHOL USE**

While conducting MFD business, whether on or off MFD 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 District. Consumption of alcohol on District property is forbidden.

The MFD 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.
  - 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.

## MONROE FIRE PROTECTION DISTRICT

- 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**

District 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 District's 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 District 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 District shall use, loan, or transfer, his or her uniform, badge, or equipment for immoral or illegal 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 District, is on duty, or while using any District vehicle.

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

### **FIREHOUSE VISITORS**

Visitors or members of the public not connected with the MFD shall not be permitted to ride in any district 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 district apparatus.

**FULL TIME / CAREER  
PERSONNEL**

# MONROE FIRE PROTECTION DISTRICT

## EMPLOYEE BENEFITS

Full-Time / Career employees of the MFD 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.

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 1<sup>st</sup>, and the other ½ granted on July 1<sup>st</sup> 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 District. Sell back of hours is paid at the employee's regular hourly rate and is contingent on availability of funds. District sell back request form will be posted by October 15<sup>th</sup> of each year. Sell back requests must be submitted by October 30<sup>th</sup>. 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](mailto: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, 1<sup>st</sup> 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 MFD 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 District duties, they shall submit their orders or schedule of meetings and a military leave request to Administration and notify their Battalion Chief. Employees who fail to submit their orders will not be paid for their absence.

## MONROE FIRE PROTECTION DISTRICT

### *Requesting Time Off*

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 District 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 District.
7. Shift trades shall not create a logistical or financial burden to the District.
8. No shift trades are allowed that place an employee into undue overtime.

### *Holiday Pay*

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

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



## MONROE FIRE PROTECTION DISTRICT

### *Longevity Bonus*

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

### *Medical, Vision, and Dental Insurance*

MFD 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 District and the insurance carriers. Employees who elect not to participate in the provided medical plan are required to provide proof of insurance to the District. Employees who elect not to participate in the provided medical plan will receive an annual stipend as adopted in the annual District 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 District 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 District.

### *Indiana Public Retirement System (INPRS)*

The District 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 District 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 District 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*

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

## MONROE FIRE PROTECTION DISTRICT

### *Employee Assistance Program*

The District 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](http://www.providentins.com/frap)

### *Supplemental Insurance*

The District 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 District 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 District 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 District 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. MFD 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 District 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 District releasing the District from liability for continued employment and for any claims not a part of the agreement.

## MONROE FIRE PROTECTION DISTRICT

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

### **OFF DUTY EMPLOYMENT**

Any off-duty employment that reflects adversely on the District 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 District 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 District 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 District duties effectively and to the best of their abilities.

### **JURY DUTY AND SUBPOENAS**

Pursuant to Indiana Code, employees of the District 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 15<sup>th</sup> and 30<sup>th</sup> of each month or as close to those calendar days as practical. Individual semi-monthly pay includes: Base rate,

## MONROE FIRE PROTECTION DISTRICT

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

In addition to regular semi-monthly payroll, full-time employees of the district 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 District 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 MFD 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 MFD policy.

### **FAMILY MEDICAL LEAVE ACT**

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

# MONROE FIRE PROTECTION DISTRICT

## *Eligibility*

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

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

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

## *Maximum Amount of Leave*

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

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

## MONROE FIRE PROTECTION DISTRICT

### *Intermittent Leave*

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

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

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

### *Advance Notice*

When an employee plans to take FMLA leave, the employee must complete a *F.M.L.A. Request for Leave* form found in the Aladtec Forms tab. The employee is required to file the request with MFD 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*

MFD 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). MFD reserves the right to require a second medical opinion from an independent medical provider. MFD will pay for the second opinion and will designate a provider who is not an employee of the District. If the first two (2) opinions conflict, MFD will pay for a third opinion. The third opinion is final and binding on both the District and the employee.

### *Substitution of Paid Leave*

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

## MONROE FIRE PROTECTION DISTRICT

the MFD 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 MFD 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 MFD 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 District'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 District'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*

MFD 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. MFD 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* (I can't find a form for this on the DOL/FMLA site, but I have found sample form letters on other institutional sites. I believe we will have to create this form letter) and submit it to the employee, placing a copy in the FMLA file.

### *Outside Employment While on Leave*

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

### *Restoration of Employment*

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



# MONROE FIRE PROTECTION DISTRICT

## **FAMILY MILITARY LEAVE**

### *Eligibility*

An eligible employee (an employee who has been employed by MFD 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 District 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 District 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.



# MONROE FIRE PROTECTION DISTRICT

## *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 MFD 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*

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

# PART-TIME PERSONNEL

# MONROE FIRE PROTECTION DISTRICT

## EMPLOYEE CLASSIFICATION

A 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 MFD 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.

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 1<sup>st</sup> 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 District.

### *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](mailto:admin@monroefd.org).

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,*

## MONROE FIRE PROTECTION DISTRICT

*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, 1<sup>st</sup> 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 MFD 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 District 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 District 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

## MONROE FIRE PROTECTION DISTRICT

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 District.
7. Shift trades shall not create a logistical or financial burden to the District.
8. No shift trades are allowed that place an employee into undue overtime.

### *Holiday Pay*

For Administrative Employees, MFD 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.

### *Tax Deferred Compensation (457 PLAN)*

The District 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*

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

### *Employee Assistance Program*

The District 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](http://www.providentins.com/frap)

# MONROE FIRE PROTECTION DISTRICT

## *Supplemental Insurance*

The District 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 District 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 District 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 District 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 District duties effectively and to the best of their abilities.

## **PAYROLL**

All personnel are paid on a semi-monthly basis. Payroll dates are the 15<sup>th</sup> and 30<sup>th</sup> 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 district 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

District 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 MFD 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.

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 District.

### *Sick Time*

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

### *Bereavement Leave*

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

### *Military Leave*

All members of the MFD 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.



## MONROE FIRE PROTECTION DISTRICT

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 District 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 District 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 District.
7. Shift trades shall not create a logistical or financial burden to the District.
8. No shift trades are allowed that place an employee into undue overtime.

### *Holiday Pay*

For Administrative Employees, MFD adheres to the annual holiday schedule approved by the Monroe County Board of Commissioners for the County's employees. The holiday schedule for

## MONROE FIRE PROTECTION DISTRICT

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.

### *Life Insurance*

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

### *Employee Assistance Program*

The District 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](http://www.providentins.com/frac)

## **OFF DUTY EMPLOYMENT**

Any off-duty employment that reflects adversely on the District 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 District 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 District 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 District duties effectively and to the best of their abilities.

## **PAYROLL**

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

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

# VOLUNTEER PERSONNEL

# MONROE FIRE PROTECTION DISTRICT

CALENDAR YEAR 2021

CONTRACT FOR FIRE PROTECTION SERVICES BETWEEN  
THE MONROE FIRE PROTECTION DISTRICT

AND

MONROE FIRE PROTECTION DISTRICT VOLUNTEERS, INC.

THIS AGREEMENT to be effective this 15 day of September, 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 LC. 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.

# MONROE FIRE PROTECTION DISTRICT

## **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.

# MONROE FIRE PROTECTION DISTRICT

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.

## MONROE FIRE PROTECTION DISTRICT

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.

## MONROE FIRE PROTECTION DISTRICT

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 2021, the District will pay the Association up to sixty thousand dollars (\$60,000.00) for providing services described in this agreement. The District will pay the Association by the 15th of November, 2021, forty-five thousand dollars (\$45,000.00). The remaining amount of fifteen thousand dollars (\$15,000.00) will be paid by the 30th of December, 2021, 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.

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, excluding members who are on leave of absence, will meet the required Length Of Service Award Program (LOSAP) minimum of 50 points.



## MONROE FIRE PROTECTION DISTRICT

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 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

## MONROE FIRE PROTECTION DISTRICT

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 the 1st of January, 2021 and ending at 11:59 PM the 31st of December, 2021. 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 47401. Notice shall be given to the Association at: 3953 S Kennedy Drive, Bloomington, IN 47401- 9619

# MONROE FIRE PROTECTION DISTRICT

MONROE FIRE PROTECTION DISTRICT  
MONROE COUNTY, INDIANA

APPROVED:

MONROE FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES

DocuSigned by:  
By: Vicky Sorensen  
DC7D000C7785488...  
Vicky Sorensen  
Chairman, Board of Trustees

DocuSigned by:  
By: Mark Kruzan  
C0D5436A2375A4C...  
Mark Kruzan  
Vice-Chairman, Board of Trustees

DocuSigned by:  
By: C. Ed Brown  
54C8BA788FCD49...  
Ed Brown  
Fiscal Officer, Board of Trustees

DocuSigned by:  
By: Christina Courtright  
D95F3622328410P...  
Christina Courtright  
Board Trustee

DocuSigned by:  
By: Dan Vest  
4570B413B834416...  
Daniel Vest  
Board Trustee

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

By: [Signature]  
Amber Tompkins  
President

By: [Signature]  
Sarah HINDS  
Vice-President

By: [Signature]  
Alex PRIESOL  
Secretary

By: [Signature]  
DAVID Edmonson  
Treasurer

# GENERAL ORDERS & OPERATIONS

# MONROE FIRE PROTECTION DISTRICT

## **COMPLETION OF REPORTS**

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

## **PHYSICAL FITNESS**

Physical fitness training is an essential part of maintaining a healthy lifestyle both emotionally and physically. All MFD personnel including: Firefighters, Officers and operational staff positions shall participate in the District wide physical fitness program. All operational members of the District 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 district disciplinary matters. Discipline is an essential element to assure proper functioning of the District and thereby provide the best possible service to the community.

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

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 District. 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 District or conduct which is a direct hindrance

## MONROE FIRE PROTECTION DISTRICT

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

### *Progressive Discipline*

The goal of progressive discipline is to correct behavior and to produce efficient district 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 District.

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 MFD 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 District 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 District. The District shall maintain these files in compliance with all federal, state and local reporting requirements.

### **RIDE OUT OF NON-DISTRICT PERSONNEL**

Some Non-District personnel are eligible to ride out with on duty staff. The following guide establishes District policy pertaining to the Ride-Out of Non-District 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 District 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 District Station (where applicable, the Company Officer and Sergeant may not be off at the same time)
4. There shall be one driver at each District station
5. A maximum of 8 personnel may be scheduled off

Minimum staffing at the District 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, District 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.

# QUOTATION & PROPOSAL FOR MONROE FIRE DISTRICT

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

Price Level: 215

Attn: Dustin Dillard

---

## Client Proposal

Prepared by:

Sam Roberts

Office: 812-331-2200

Email: PoliceCarSam@gmail.com

Quote ID: MONROEFD

Date: 10/22/2021

*Sam S. Roberts*



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

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



Prepared by: Sam Roberts  
10/22/2021

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

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

Price Level: 215 | Quote ID: MONROEFD

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Re: Quote ID MONROEFD 10/22/2021

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To Whom It May Concern,

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

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

Sincerely,

**Sam Roberts**

Government Sales Manager

812-331-2200

PoliceCarSam@gmail.com

*Sam S. Roberts*

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



Prepared by: Sam Roberts  
10/22/2021

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

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

Price Level: 215 | Quote ID: MONROEFD

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Prepared by: Sam Roberts  
10/22/2021

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

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

Price Level: 215 | Quote ID: MONROEFD

**As Configured Vehicle PER MONROE FD SPECIFICATIONS**

Code	Description	MSRP
<b>Base Vehicle</b>		
W1P	Base Vehicle Price (W1P)	\$45,130.00
<b>Packages</b>		
150A	Equipment Group 150A Base <i>Includes:</i> - Engine: 3.5L V6 EcoBoost 120-MPH top speed. - Transmission: Electronic 10-Speed Automatic Includes selectable drive modes: normal/tow-haul/snow-wet/EcoSelect/sport and SelectShift automatic with progressive range select. - Electronic Locking w/3.31 Axle Ratio - GVWR: 7,050 lbs Payload Package - Tires: LT265/70R18 BSW A/T - Wheels: 18" 6-Spoke Silver Aluminum - Cloth 40/Blank/40 Front-Seats Includes reduced bolsters, 8-way power driver/manual passenger, center-section deleted. (Restraint control module cover provided) and vinyl rear bench. - Radio: AM/FM Stereo w/6 Speakers - SYNC 4 Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with App Catalog, 911 assist, Apple CarPlay and Android Auto compatibility, digital owners manual and wireless software updates capability.	N/C
<b>Powertrain</b>		
998	Engine: 3.5L V6 EcoBoost 120-MPH top speed.	Included
44G	Transmission: Electronic 10-Speed Automatic <i>Includes selectable drive modes: normal/tow-haul/snow-wet/EcoSelect/sport and SelectShift automatic with progressive range select.</i>	Included
XL3	Electronic Locking w/3.31 Axle Ratio	Included
STDGV	GVWR: 7,050 lbs Payload Package	Included
<b>Wheels &amp; Tires</b>		
STDTR	Tires: LT265/70R18 BSW A/T	Included
64H	Wheels: 18" 6-Spoke Silver Aluminum	Included
<b>Seats &amp; Seat Trim</b>		
P	Cloth 40/Blank/40 Front-Seats <i>Includes reduced bolsters, 8-way power driver/manual passenger, center-section deleted. (Restraint control module cover provided) and vinyl rear bench.</i>	Included

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

Price Level: 215 | Quote ID: MONROEFD

As Configured Vehicle (cont'd)

Code	Description	MSRP
<b>Other Options</b>		
145WB	145" Wheelbase	STD
PAINT	Monotone Paint Application	STD
53A	Trailer Tow Package	\$1,090.00
	Ordering the Trailer Tow Package does not include Trailer Tow Mirrors. Trailer Tow Mirrors are a standalone option and must be ordered separately. (Option Code: 54Y/59S).	
	<i>Towing capability up to 10,700 lbs.</i>	
	<i>Includes:</i>	
	<i>- Class IV Trailer Hitch Receiver</i>	
	<i>Includes smart trailer tow connector and 4-pin/7-pin wiring harness.</i>	
	<i>- Auxiliary Transmission Oil Cooler</i>	
	<i>- Engine Oil Cooler</i>	
	<i>- Pro Trailer Backup Assist</i>	
	<i>- Tailgate LED</i>	
85H	Backup Alarm System	\$145.00
91B	Blind Spot Monitoring System w/Cross Traffic Alert	\$590.00
	<i>BLIS.</i>	
595	Fog Lamps	\$140.00
54R	Power Glass Heated Sideview Mirrors	\$305.00
	<i>Includes manual folding, turn signal and black skull caps.</i>	
	<i>Includes:</i>	
	<i>- Interior Auto-Dimming Rearview Mirror</i>	
59S	High-Intensity LED Security Approach Lamps	\$175.00
	<i>Includes LED sideview mirror lights. NOTE: LED sideview mirror lights are not directional police spot lamps.</i>	
STDRD	Radio: AM/FM Stereo w/6 Speakers	Included
	<i>Includes:</i>	
	<i>- SYNC 4</i>	
	<i>Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with App Catalog, 911 assist, Apple CarPlay and Android Auto compatibility, digital owners manual and wireless software updates capability.</i>	
582	SIRIUS XM Radio	N/C
524	SYNC 4 w/Enhanced Voice Recognition	\$325.00
	<i>Includes 8" LCD capacitive touchscreen with swipe capability, Ford digital assistant and connected navigation with free 90-day trial.</i>	

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

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

Price Level: 215 | Quote ID: MONROEFD

As Configured Vehicle (cont'd)

Code	Description	MSRP
67P	Remote Keyless-Entry Key Fob w/o Key Pad <i>Less PATS. Includes 4-key fobs. Note: Available with Keyed Alike. However, key fobs are not fobbed alike when ordered with Keyed Alike. Includes perimeter anti-theft alarm.</i>	\$340.00
C09	Priced DORA	N/C
<b>Interior Color</b>		
PB_02	Black	N/C
<b>Exterior Color</b>		
PQ_01	Race Red	N/C
SUBTOTAL		\$48,240.00
Destination Charge		\$1,695.00
TOTAL <b>MSRP</b>		\$49,935.00

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

Price Level: 215 | Quote ID: MONROEFD

# Pricing Summary - Single Vehicle

## Quotation & Proposal for Monroe Fire District

**MSRP**

### Vehicle Pricing

Base Vehicle Price	\$45,130.00
Options	\$3,110.00
Colors	\$0.00
Upfitting	\$0.00
Fleet Discount	\$0.00
Destination Charge	\$1,695.00
<b>Subtotal</b>	<b>\$49,935.00</b>

### Pre-Tax Adjustments

Code	Description	MSRP
QS029	✓ INDIANA Government Bid Discounts Applied	(\$-10,083.00)
<b>Subtotal</b>		<b>\$39,852.00</b>

### Post-Tax Adjustments

Code	Description	MSRP
45-Temp	45-Day Temporary License Plate	\$6.00
<i>IN. BMV 45-Day Temp tag</i>		
IN TIRE/ENV Fee	State of Indiana New Tire / Environmental Fees	\$1.25
<b>Subtotal</b>		<b>\$39,859.25</b>

**Total Unit Cost.....** \$39,859.25

Please review and select any additional options and list in this space:

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Qty \_\_\_\_\_

Customer Signature / AGENCY \_\_\_\_\_

Acceptance Date \_\_\_\_\_

Thanks,  
Sam Roberts  
INDIANA Government Sales Manager  
Bloomington's Community Ford-Lincoln, Inc.

Total unit w./ options \$ \_\_\_\_\_

Total Quantity cost \$ \_\_\_\_\_

*Sam S. Roberts*

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Prepared by: Sam Roberts  
10/22/2021

## WINDOW STICKER , pg 1

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

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

Price Level: 215 | Quote ID: MONROEFD

#### Major Equipment

(Based on selected options, shown at right)

EcoBoost 3.5L V-6 DOHC w/port/direct injection  
400hp

10 speed automatic w/OD

- \* Rear locking differential driver selectable
- \* Brake assistance
- \* Traction control
- \* Battery with run down protection
- \* Advance Trac w/Roll Stability Control
- \* Tinted glass
- \* Streaming audio
- \* LED brakelights
- \* Dual power remote heated mirrors
- \* 18 x 8.5 aluminum wheels
- \* Driver and front passenger seat mounted side airbags
- \* SecuriLock immobilizer
- \* Message Center
- \* Underseat ducts
- \* 60-40 folding rear split-bench
- \* Class IV hitch
- \* Rear axle capacity: 4800 lbs.
- \* Rear spring rating: 4800 lbs.

Exterior: Race Red

Interior: Black

- \* 4-wheel ABS
- \* Electric parking brake
- \* LT 265/70R18 C BSW AT S-rated tires
- \* Off-road suspension
- \* Air conditioning
- \* AM/FM/Satellite with seek-scan, external memory control
- \* Daytime running
- \* Rear child safety locks
- \* Variable intermittent wipers
- \* Dual front airbags
- \* Airbag occupancy sensor
- \* Tachometer
- \* SYNC 4 Connected Navigation Navigation system with voice activation
- \* Reclining front bucket seats
- \* Audio control on steering wheel
- \* Front axle capacity: 3750 lbs.
- \* Front spring rating: 3750 lbs.
- \* Frame section modulus: 5.7 cu.in.

#### As Configured Vehicle

MSRP

STANDARD VEHICLE PRICE .....	\$45,130.00
Equipment Group 150A Base .....	N/C
Engine: 3.5L V6 EcoBoost .....	Included
Transmission: Electronic 10-Speed Automatic .....	Included
Electronic Locking w/3.31 Axle Ratio .....	Included
GVWR: 7,050 lbs Payload Package .....	Included
Tires: LT265/70R18 BSW A/T .....	Included
Wheels: 18" 6-Spoke Silver Aluminum .....	Included
Cloth 40/Blank/40 Front-Seats .....	Included
145" Wheelbase .....	STD
Monotone Paint Application .....	STD
Radio: AM/FM Stereo w/6 Speakers .....	Included
SYNC 4 .....	Included
Trailer Tow Package .....	\$1,090.00
Class IV Trailer Hitch Receiver .....	Included
Auxiliary Transmission Oil Cooler .....	Included
Engine Oil Cooler .....	Included
Pro Trailer Backup Assist .....	Included
Tailgate LED .....	Included

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Prepared by: Sam Roberts  
10/22/2021

## WINDOW STICKER , pg 2

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

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

Price Level: 215 | Quote ID: MONROEFD

### Major Equipment

\* Frame Yield Strength 49300 psi

### Fuel Economy

**City**  
N/A



**Hwy**  
N/A

### As Configured Vehicle

MSRP

Backup Alarm System .....	\$145.00
Blind Spot Monitoring System w/Cross Traffic Alert ..	\$590.00
Fog Lamps .....	\$140.00
Power Glass Heated Sideview Mirrors .....	\$305.00
High-Intensity LED Security Approach Lamps .....	\$175.00
Interior Auto-Dimming Rearview Mirror .....	Included
Remote Keyless-Entry Key Fob w/o Key Pad .....	\$340.00
SYNC 4 w/Enhanced Voice Recognition .....	\$325.00
SIRIUS XM Radio .....	N/C
Priced DORA .....	N/C
Race Red .....	N/C
Black .....	N/C

SUBTOTAL .....	\$48,240.00
Destination Charge .....	\$1,695.00
<b>TOTAL MSRP .....</b>	<b>\$49,935.00</b>

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10/22/2021

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

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

Price Level: 215 | Quote ID: MONROEFD

**Available Options PLEASE REVIEW AND SELECT AS NEEDED**

Selected	Code	Description	MSRP
<b>Packages</b>			
<input checked="" type="checkbox"/>	150A	Equipment Group 150A Base	N/C
		<i>Includes:</i> - Engine: 3.5L V6 EcoBoost 120-MPH top speed. - Transmission: Electronic 10-Speed Automatic Includes selectable drive modes: normal/tow-haul/snow-wet/EcoSelect/sport and SelectShift automatic with progressive range select. - Electronic Locking w/3.31 Axle Ratio - GVWR: 7,050 lbs Payload Package - Tires: LT265/70R18 BSW A/T - Wheels: 18" 6-Spoke Silver Aluminum - Cloth 40/Blank/40 Front-Seats Includes reduced bolsters, 8-way power driver/manual passenger, center-section deleted. (Restraint control module cover provided) and vinyl rear bench. - Radio: AM/FM Stereo w/6 Speakers - SYNC 4 Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with App Catalog, 911 assist, Apple CarPlay and Android Auto compatibility, digital owners manual and wireless software updates capability.	

**Powertrain**

<input checked="" type="checkbox"/>	998	Engine: 3.5L V6 EcoBoost	STD
		120-MPH top speed.	
<input checked="" type="checkbox"/>	44G	Transmission: Electronic 10-Speed Automatic	STD
		Includes selectable drive modes: normal/tow-haul/snow-wet/EcoSelect/sport and SelectShift automatic with progressive range select.	
<input checked="" type="checkbox"/>	XL3	Electronic Locking w/3.31 Axle Ratio	STD
<input checked="" type="checkbox"/>	STDGV	GVWR: 7,050 lbs Payload Package	STD

**Wheels & Tires**

<input checked="" type="checkbox"/>	STDTR	Tires: LT265/70R18 BSW A/T	STD
<input checked="" type="checkbox"/>	64H	Wheels: 18" 6-Spoke Silver Aluminum	STD

**Seats & Seat Trim**

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

Price Level: 215 | Quote ID: MONROEFD

Available Options (cont'd)

Selected	Code	Description	MSRP
<input checked="" type="checkbox"/>	P	Cloth 40/Blank/40 Front-Seats <i>Includes reduced bolsters, 8-way power driver/manual passenger, center-section deleted. (Restraint control module cover provided) and vinyl rear bench.</i>	STD
<input type="checkbox"/>	X	HD Police-Grade Cloth 40/Console/40 Front-Seats <i>Includes reduced bolsters, 8-way power driver/manual passenger, flow-through console with steering column mounted shift (Restraint Control Module cover provided) and cloth rear bench.</i>	N/C
<input type="checkbox"/>	61P	8-Way Power Passenger Seat	\$295.00
<b>Other Options</b>			
<input checked="" type="checkbox"/>	145WB	145" Wheelbase	STD
<input checked="" type="checkbox"/>	PAINT	Monotone Paint Application	STD
<input checked="" type="checkbox"/>	53A	Trailer Tow Package <b>Ordering the Trailer Tow Package does not include Trailer Tow Mirrors. Trailer Tow Mirrors are a standalone option and must be ordered separately. (Option Code: 54Y/59S).</b> <i>Towing capability up to 10,700 lbs. Includes: - Class IV Trailer Hitch Receiver Includes smart trailer tow connector and 4-pin/7-pin wiring harness. - Auxiliary Transmission Oil Cooler - Engine Oil Cooler - Pro Trailer Backup Assist - Tailgate LED</i>	\$1,090.00
<input type="checkbox"/>	17T	Tow Technology Package <i>Includes smart trailer tow connector and trailer reverse guidance. Includes: - Integrated Trailer Brake Controller - Blind Spot Monitoring System w/Cross Traffic Alert BLIS. - 360 Degree Camera</i>	\$880.00
<input checked="" type="checkbox"/>	85H	Backup Alarm System	\$145.00
<input type="checkbox"/>	41A	Badge Delete <i>Removes rear police responder badge.</i>	N/C

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

Price Level: 215 | Quote ID: MONROEFD

### Available Options (cont'd)

Selected	Code	Description	MSRP
<input type="checkbox"/>	18B	Black Platform Running Boards	\$250.00
<input checked="" type="checkbox"/>	91B	Blind Spot Monitoring System w/Cross Traffic Alert <i>BLIS.</i>	\$590.00
<input type="checkbox"/>	435	Power-Sliding Rear-Window	\$350.00
<input type="checkbox"/>	55B	BoxLink <i>Includes 4 premium locking cleats.</i>	\$80.00
<input type="checkbox"/>	17C	Chrome Front & Rear Bumpers	\$175.00
<input type="checkbox"/>	60C	Pre-Collision Assist w/Pedestrian Detection <i>Includes forward collision warning and automatic emergency braking. Note: Includes unique one-touch temporary disable switch for Law Enforcement use.</i>	\$145.00
<input type="checkbox"/>	942	Daytime Running Lamps (DRL) The non-controllable 942 Daytime Running Lamps (DRL) replace the standard Daytime Running Lamps (DRL) (On/Off Cluster Controllable).	\$45.00
<input type="checkbox"/>	41H	Engine Block Heater	\$90.00
<input checked="" type="checkbox"/>	595	Fog Lamps	\$140.00
<input type="checkbox"/>	47R	Tray Style Floor Liner	\$200.00
<input type="checkbox"/>	168	Color-Coordinated Carpet w/Carpeted Floor Mats <i>Includes matching floor mats.</i>	\$145.00
<input type="checkbox"/>	153	Front License Plate Bracket <i>Standard in states where required by law, optional to all others.</i>	N/C

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

Price Level: 215 | Quote ID: MONROEFD

### Available Options (cont'd)

Selected	Code	Description	MSRP
<input type="checkbox"/>	67T	Integrated Trailer Brake Controller	\$275.00
<input type="checkbox"/>	19A	Interior Upgrade Package <i>Includes floor console without shifter. Note: Maintains column shifter. Includes: - Color-Coordinated Carpet w/Carpeted Floor Mats Includes matching floor mats. - HD Police-Grade Cloth 40/Console/40 Front-Seats Includes reduced bolsters, 8-way power driver/manual passenger, flow-through console with steering column mounted shift (Restraint Control Module cover provided) and cloth rear bench.</i>	\$595.00
<input checked="" type="checkbox"/>	54R	Power Glass Heated Sideview Mirrors <i>Includes manual folding, turn signal and black skull caps. Includes: - Interior Auto-Dimming Rearview Mirror</i>	\$305.00
<input type="checkbox"/>	54Y	Manual-Folding Power Glass Trailer Tow Mirror <i>Includes manual telescoping, heat, turn signal and black skull caps.</i>	\$395.00
<input checked="" type="checkbox"/>	59S	High-Intensity LED Security Approach Lamps <i>Includes LED sideview mirror lights. NOTE: LED sideview mirror lights are not directional police spot lamps.</i>	\$175.00
<input type="checkbox"/>	50M	Interior Work Surface <i>Includes positional flat work space in the console that provides comfortable support by raising, rotating or sliding forward to either the driver or passenger sides.</i>	\$195.00
<input type="checkbox"/>	47P	Police Engine Idle Feature <i>This feature allows you to leave the engine running and prevents your vehicle from unauthorized use when outside of your vehicle. Allows the key to be removed from ignition while vehicle remains idling.</i>	\$260.00
<input type="checkbox"/>	924	Rear Window Fixed Privacy Glass	\$100.00
<input type="checkbox"/>	57Q	Rear Window Defroster	\$220.00
<input type="checkbox"/>	96L	Rear Wheel Arch Liner	\$180.00
<input checked="" type="checkbox"/>	STDRD	Radio: AM/FM Stereo w/6 Speakers	STD

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

Price Level: 215 | Quote ID: MONROEFD

### Available Options (cont'd)

Selected	Code	Description	MSRP
		<i>Includes: - SYNC 4 Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with App Catalog, 911 assist, Apple CarPlay and Android Auto compatibility, digital owners manual and wireless software updates capability.</i>	
<input checked="" type="checkbox"/>	582	SIRIUS XM Radio	N/C
<input checked="" type="checkbox"/>	524	SYNC 4 w/Enhanced Voice Recognition <i>Includes 8" LCD capacitive touchscreen with swipe capability, Ford digital assistant and connected navigation with free 90-day trial.</i>	\$325.00
<input type="checkbox"/>	63T	Tailgate Step w/Tailgate Work Surface	\$430.00
<input checked="" type="checkbox"/>	67P	Remote Keyless-Entry Key Fob w/o Key Pad <i>Less PATS. Includes 4-key fobs. Note: Available with Keyed Alike. However, key fobs are not fobbed alike when ordered with Keyed Alike. Includes perimeter anti-theft alarm.</i>	\$340.00
<input type="checkbox"/>	62E	Keyed Alike - 1435x <i>Note: These are inner-milled keys, unique to F-150 Police Responder and not compatible with Police Interceptor Utility.</i>	\$50.00
<input type="checkbox"/>	62B	Keyed Alike - 1284x <i>Note: These are inner-milled keys, unique to F-150 Police Responder and not compatible with Police Interceptor Utility.</i>	\$50.00
<input type="checkbox"/>	62D	Keyed Alike - 0135x <i>Note: These are inner-milled keys, unique to F-150 Police Responder and not compatible with Police Interceptor Utility.</i>	\$50.00
<input type="checkbox"/>	62F	Keyed Alike - 0576x <i>Note: These are inner-milled keys, unique to F-150 Police Responder and not compatible with Police Interceptor Utility.</i>	\$50.00
<input type="checkbox"/>	62J	Keyed Alike - 1111x <i>Note: These are inner-milled keys, unique to F-150 Police Responder and not compatible with Police Interceptor Utility.</i>	\$50.00
<input type="checkbox"/>	62C	Keyed Alike - 1294x	\$50.00

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

Price Level: 215 | Quote ID: MONROEFD

### Available Options (cont'd)

Selected	Code	Description	MSRP
		<i>Note: These are inner-milled keys, unique to F-150 Police Responder and not compatible with Police Interceptor Utility.</i>	
<input type="checkbox"/>	62G	Keyed Alike - 0151x	\$50.00
		<i>Note: These are inner-milled keys, unique to F-150 Police Responder and not compatible with Police Interceptor Utility.</i>	
<input type="checkbox"/>	90B	Aluminum Crossbed Toolbox by Weather Guard	\$625.00
		Ford accessory. <i>Defender series.</i>	
<input type="checkbox"/>	90P	Premium Aluminum Crossbed Storage Toolbox	\$795.00
		Ford accessory. <i>By Weather Guard. (Model # 127-0-02).</i>	
<input type="checkbox"/>	96W	Tough Bed Spray-In Bedliner	\$595.00
		Ford accessory.	
<input type="checkbox"/>	96X	Hard Folding Tonneau Pickup Box Cover	\$995.00
		Ford accessory.	
<input type="checkbox"/>	96T	Soft Folding Tonneau Pickup Box Cover	\$525.00
		Ford accessory.	
<input type="checkbox"/>	96J	Retractable Tonneau Pickup Box Cover	\$1,695.00
		Ford accessory. <i>Lockable with tailgate still able to open or close.</i>	
<input type="checkbox"/>	94R	Red/Blue Strobe Color LED Warning Beacons	\$650.00
		Ford accessory.	

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

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

Price Level: 215 | Quote ID: MONROEFD

### Available Options (cont'd)

Selected	Code	Description	MSRP
		<i>By Sound Off Signal. Includes center high-mounted stop light bar and 2 roof mounted beacons that provide 360 degree visibility.</i>	
<input type="checkbox"/>	94S	Amber Strobe Color LED Warning Beacons	\$600.00
		Ford accessory. <i>By Sound Off Signal. Includes center high-mounted stop light bar and 2 roof mounted beacons that provide 360 degree visibility.</i>	
<input type="checkbox"/>	94W	Amber/White Strobe Color LED Warning Beacons	\$600.00
		Ford accessory. <i>By Sound Off Signal. Includes center high-mounted stop light bar and 2 roof mounted beacons that provide 360 degree visibility. Note: Rear white lights can be turned on solid to provide additional work area lighting.</i>	
<input type="checkbox"/>	90R	Stowable Loading Ramps (Pre-Installed)	\$595.00
		Ford accessory.	
<input type="checkbox"/>	79V	COV Required	N/A
<input checked="" type="checkbox"/>	C09	Priced DORA	N/C

### Dealer Installed Options

<input type="checkbox"/>	A5CAB	Bed Divider	\$365.00
		<i>Shipped separately from the vehicle for dealer installation.</i>	
<input type="checkbox"/>	FIXAD	Smoker's Pack w/Ash/Coin Cup (Dealer Installed)	\$45.00
		<i>Shipped separately from the vehicle for dealer installation.</i>	
<input type="checkbox"/>	A9PAB	Foldable Pickup Box Bed Extender	\$385.00
		<i>Shipped separately from the vehicle for dealer installation.</i>	
<input type="checkbox"/>	AATAF	Individual Trailer TPMS/Customer-Placed Camera	\$960.00
		<i>Shipped separately from the vehicle for dealer installation.</i>	

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Prepared by: Sam Roberts  
10/22/2021

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

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

Price Level: 215 | Quote ID: MONROEFD

### Available Options (cont'd)

Selected	Code	Description	MSRP
<b>Fleet Options</b>			
<input type="checkbox"/>	D9K	Built: Kansas City Plant	N/C
<input type="checkbox"/>	31L	Ship-Thru: Crown North America	\$0.00
<input type="checkbox"/>	FLADCR	Fleet Advertising Credit	N/A
<input type="checkbox"/>	FINAL2	Fleet Final Order Date: TBD	N/C
<input type="checkbox"/>	425	50 State Emissions (Fleet) AVAILABLE ONLY to Commercial and Government Fleet.	N/C
<b>Emissions</b>			
<input type="checkbox"/>	422	California Emissions System <i>Required code for California Emissions States registration. Optional code for Cross Border State dealers (Arizona, District of Columbia, Idaho, New Hampshire, Nevada, Ohio, Virginia and West Virginia).</i>	N/C
<input type="checkbox"/>	423	California Emissions System Not Required <i>Dealers ordering a vehicle without a California or 50-State Emissions System and which is being shipped to a California Emissions State dealer are also required to use order code 423 to attest either that the vehicle is not being registered in a California Emissions State or that order code 936 is applicable. Note: In Maine, Rhode Island and Vermont, dealers cannot use order code 423 for customers outside of California Emissions States locations (except Public Service/Emergency Vehicles - 936).</i>	N/C
<input type="checkbox"/>	936	California Emission Exemption <i>For public service/emergency vehicles. This exemption may only apply in certain California Emissions states. Ordering dealer is responsible to contact the proper state authorities for clarification on qualifying exempted vehicles for registration. Only available on units sold for authorized public service or emergency service use.</i>	N/C
<input type="checkbox"/>	93N	Dealer Order For California States Registration <b>NOT AVAILABLE for stock orders.</b> <i>Federal Emissions state dealers ordering a California Emissions system (422) are also required to use order code 93N to attest that the vehicle is to be registered in a California Emissions state. Note: It is a violation of federal law for a Federal Emissions state dealer to sell a vehicle with a California Emissions system for registration in a Federal Emissions state, unless the vehicle also meets EPA standards (i.e. 50-state emissions).</i>	N/C

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

Price Level: 215 | Quote ID: MONROEFD

### Available Options (cont'd)

Selected	Code	Description	MSRP
<b>General Info</b>			
<input type="checkbox"/>	ORDER1	Initial Order Date: TBD	N/C
<input type="checkbox"/>	START1	Start-Up Date: TBD	N/C
<input type="checkbox"/>	FINAL1	Final Order Date: TBD	N/C
<input type="checkbox"/>	BUILD1	Build-Out Date: TBD	N/C

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

Price Level: 215 | Quote ID: MONROEFD

# Selected Equip & Specs TECHNICAL SPECIFICATIONS & DIMENSIONS

## Dimensions

• Exterior length: 231.7" • Exterior width: 79.9" • Exterior height: 77.2" • Wheelbase: 145.0" • Front track: 67.6" • Rear track: 67.6" • Turning radius: 23.9' • Min ground clearance: 9.4" • Front legroom: 43.9" • Rear legroom: 43.6" • Front headroom: 40.8" • Rear headroom: 40.4" • Front hiproom: 62.5" • Rear hiproom: 62.6" • Front shoulder room: 66.7" • Rear shoulder room: 66.0" • Passenger volume: 131.9cu.ft. • Maximum cargo volume: 50.9cu.ft. • Box length: 67.1"

## Powertrain

• EcoBoost 400hp 3.5L DOHC 24 valve twin turbo V-6 engine with variable valve control, port/direct injection • Recommended fuel : regular unleaded • LEV3-ULEV70 • 10 speed automatic transmission with overdrive • Automatic full-time • Fuel Economy Cty: N/A • Fuel Economy Highway: N/A • Capless fuel filler

## Suspension/Handling

• Front independent double wishbone suspension with HD anti-roll bar, HD shocks • Rear rigid axle leaf spring suspension with HD shocks • Off-road ride Suspension • Speed-sensing electric power-assist rack-pinion Steering • Front and rear 18 x 8.5 silver aluminum wheels • LT265/70SR18 CBSW AT front and rear tires

## Body Exterior

• 4 doors • Conventional left rear passenger • Conventional right rear passenger \* **Driver and passenger power remote heated, manual folding door mirrors with turn signal indicator** \* **Turn signal indicator in mirrors** • Black door mirrors • Black bumpers • Class IV trailer hitch with trailer sway control • Bed-rail protectors • Trailer harness • Box style: regular • Clearcoat paint • Front and rear 18 x 8.5 wheels • 2 front tow hook(s)

## Convenience

• Manual air conditioning • Cruise control with steering wheel controls • Power windows • Driver and passenger 1-touch up • Driver and passenger 1-touch down \* **Remote power door locks with 2 stage unlock and illuminated entry** • Manual tilt steering wheel • Manual telescopic steering wheel \* **Day-night rearview mirror with auto-dimming** • Internet access • Emergency SOS • Wireless phone connectivity \* **Integrated navigation system** • 2 1st row LCD monitors • Front and rear cupholders • Passenger visor mirror • Full overhead console • Driver and passenger door bins • Rear door bins

## Seats and Trim

• Seating capacity of 5 • Front 40-40 bucket seats • 8-way power driver seat adjustment • Power 2-way driver lumbar support • Power height adjustable driver seat • 4-way passenger seat adjustment • 60-40 folding rear split-bench seat • Cloth seat upholstery

## Entertainment Features

\* **SiriusXM with 360L AM/FM/Satellite radio with radio data system** • SYNC 4 external memory control • Steering wheel mounted radio controls • 6 speakers • Streaming audio • Fixed antenna

## Lighting, Visibility and Instrumentation

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

Price Level: 215 | Quote ID: MONROEFD

### Selected Equip & Specs (cont'd)

- Halogen aero-composite headlights • Delay-off headlights • Auto on/off headlights \* **Front fog lights** \* **LED brakelights**
- Variable intermittent front windshield wipers • Light tinted windows • Tachometer • Voltmeter • Oil pressure gauge •
- Compass • Outside temperature display • Camera(s) - rear • Low tire pressure warning \* **Trip computer** • Parking sensors
- Trip odometer \* **Ford Co-Pilot360 - BLIS with Trailer Tow Coverage blind spot**

### Safety and Security

- 4-wheel ABS brakes • Brake assist with hill descent control with hill hold control • Electric parking brake • 4-wheel disc brakes • Electronic stability control • ABS and driveline traction control • Dual front impact airbag supplemental restraint system • Dual seat mounted side impact airbag supplemental restraint system • Safety Canopy System curtain 1st and 2nd row overhead airbag supplemental restraint system • Airbag supplemental restraint system occupancy sensor \*
- Power remote door locks with 2 stage unlock and panic alarm** \* **Security system with SecuriLock immobilizer and stolen vehicle tracking system** • Manually adjustable front head restraints • 3 manually adjustable rear head restraints \*
- Ford Co-Pilot360 - BLIS with Trailer Tow Coverage blind spot**

### Dimensions

#### General Weights

* <b>Curb</b> .....	<b>5,028 lbs.</b>	GVWR .....	7,050 lbs.
Payload .....	2,030 lbs.		

#### Front Weights

Front GAWR .....	3,450 lbs.	* <b>Front curb weight</b> .....	<b>2,938 lbs.</b>
Front axle capacity .....	3,750 lbs.	Front spring rating .....	3,750 lbs.
Front tire/wheel capacity .....	4,200 lbs.		

#### Rear Weights

Rear GAWR .....	3,800 lbs.	* <b>Rear curb weight</b> .....	<b>2,090 lbs.</b>
Rear axle capacity .....	4,800 lbs.	Rear spring rating .....	4,800 lbs.
Rear tire/wheel capacity .....	4,800 lbs.		

#### Trailer Type

Type .....	Regular	Harness .....	Yes
Class .....	IV	Hitch .....	Yes
Trailer sway control .....	Yes		

#### General Trailering

* <b>5th-wheel towing capacity</b> .....	<b>10200 lbs.</b>	* <b>Gooseneck towing capacity</b> .....	<b>10200 lbs.</b>
* <b>Towing capacity</b> .....	<b>10700 lbs.</b>	* <b>GCWR</b> .....	<b>16100 lbs.</b>

#### Fuel Tank type

Capacity .....	25.99 gal.	Capless fuel filler .....	Yes
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#### Off Road

Min ground clearance .....	9 "	Load floor height .....	35 "
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Community Ford of Bloomington | 2200 S Walnut St Bloomington Indiana | 474016520

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

Price Level: 215 | Quote ID: MONROEFD

### Selected Equip & Specs (cont'd)

#### Exterior cargo

Length .....	67.1 "	Minimum width .....	50.6 "
Volume .....	52.8 cu.ft.	Pickup box depth .....	21.4 "
Maximum width .....	65.2 "	Tailgate width .....	60.3 "

#### Interior cargo

Maximum cargo volume .....	50.9 cu.ft.
----------------------------	-------------

### Powertrain

#### Engine Type

Brand .....	EcoBoost	Block material .....	Aluminum
Cylinders .....	V-6	Head material .....	Aluminum
Ignition .....	Spark	Injection .....	Port/direct injection
Liters .....	3.5L	Orientation .....	Longitudinal
Recommended fuel .....	Regular unleaded	Valves per cylinder .....	4
Valvetrain .....	DOHC	Variable valve control .....	Yes
Forced induction .....	Twin turbo		

#### Engine Spec

Bore .....	3.64"	Compression ratio .....	10.5:1
Displacement .....	213 cu.in.	Stroke .....	3.41"

#### Engine Power

SAEJ1349 AUG2004 compliant .....	Yes	Output .....	400 HP @ 6,000 RPM
Torque .....	500 ft.-lb @ 3,100 RPM		

#### Alternator

Type .....	HD	Amps .....	240
------------	----	------------	-----

#### Battery

Amp hours .....	80	Cold cranking amps .....	800
Run down protection .....	Yes		

#### Engine Extras

* Oil cooler .....	Yes
--------------------	-----

#### Transmission

Electronic control .....	Yes	Lock-up .....	Yes
Overdrive .....	Yes	Speed .....	10
Type .....	Automatic		

#### Transmission Gear Ratios

1st .....	4.696	2nd .....	2.985
3rd .....	2.146	4th .....	1.769
5th .....	1.52	6th .....	1.275

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

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

Price Level: 215 | Quote ID: MONROEFD

Selected Equip & Specs (cont'd)

7th .....	1	8th .....	0.854
9th .....	0.689	10th .....	0.636
Reverse Gear ratios .....	4.866		

Transmission Extras

Driver selectable mode .....	Yes	* Sequential shift control .....	Yes
* Oil cooler .....	Regular duty		

Drive Type

4wd type .....	Automatic full-time	Type .....	Four-wheel
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Drive Feature

Traction control .....	ABS and driveline	Locking hub control .....	Auto
Transfer case shift .....	Electronic	Rear locking differential .....	Driver selectable

Drive Axle

Ratio .....	3.31
-------------	------

Exhaust

Material .....	Stainless steel	System type .....	Single
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Emissions

CARB .....	LEV3-ULEV70	EPA .....	Tier 3 Bin 70
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Fuel Economy

Fuel type .....	Gasoline
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Driveability

Brakes

ABS .....	4-wheel	ABS channels .....	4
Type .....	4-wheel disc	Vented discs .....	Front and rear
Electric parking brake .....	Yes		

Brake Assistance

Brake assist .....	Yes	Hill descent control .....	Yes
Hill hold control .....	Yes		

Suspension Control

Ride .....	Off-road	Electronic stability control .....	Stability control with anti-roll
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Front Suspension

Independence .....	Independent	Type .....	Double wishbone
Anti-roll bar .....	HD		

Front Spring

Type .....	Coil	Grade .....	Regular
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Community Ford of Bloomington | 2200 S Walnut St Bloomington Indiana | 474016520

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

Price Level: 215 | Quote ID: MONROEFD

### Selected Equip & Specs (cont'd)

#### Front Shocks

Type ..... HD

#### Rear Suspension

Independence ..... Rigid axle      Type ..... Leaf

#### Rear Spring

Type ..... Leaf      Grade ..... Regular

#### Rear Shocks

Type ..... HD

#### Steering

Speed-sensing ..... Yes      Activation ..... Electric power-assist

Type ..... Rack-pinion

#### Steering Specs

# of wheels ..... 2

### Exterior

#### Front Wheels

Diameter ..... 18"      Width ..... 8.50"

#### Rear Wheels

Diameter ..... 18"      Width ..... 8.50"

#### Spare Wheels

Wheel material ..... Steel

#### Front and Rear Wheels

Appearance ..... Silver      Material ..... Aluminum

#### Front Tires

Aspect ..... 70      Diameter ..... 18"

Sidewalls ..... BSW      Speed ..... S

Tread ..... AT      Type ..... LT

Width ..... 265mm      LT load rating ..... C

#### Rear Tires

Aspect ..... 70      Diameter ..... 18"

Sidewalls ..... BSW      Speed ..... S

Tread ..... AT      Type ..... LT

Width ..... 265mm      LT load rating ..... C

#### Spare Tire

Mount ..... Underbody w/crankdown      Type ..... Full-size

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

Price Level: 215 | Quote ID: MONROEFD

### Selected Equip & Specs (cont'd)

#### Wheels

Front track .....	67.6"	Rear track .....	67.6"
Turning radius .....	23.9'	Wheelbase .....	145.0"

#### Body Features

Skid plate(s) .....	3	Body material .....	Aluminum
Side impact beams .....	Yes	Active grille shutters .....	Yes
Front tow hook(s) .....	2		

#### Body Doors

Door count .....	4	Left rear passenger .....	Conventional
Right rear passenger .....	Conventional	Cargo .....	Tailgate

#### Pickup

Box style .....	Regular	Bed-rail protectors .....	Yes
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#### Exterior Dimensions

Length .....	231.7"	Body width .....	79.9"
Body height .....	77.2"	Frame section modulus .....	5.7cu.in.
Frame yield strength (psi) .....	49300.0	Front bumper to Front axle .....	37.6"

### Safety

#### Airbags

Driver front-impact .....	Yes	Driver side-impact .....	Seat mounted
Occupancy sensor .....	Yes	Overhead .....	Safety Canopy System curtain 1st and 2nd row
Passenger front-impact .....	Yes	Passenger side-impact .....	Seat mounted

#### Seatbelt

Rear centre 3 point .....	Yes	Height adjustable .....	Front
Pre-tensioners .....	Front	Pre-tensioners (#) .....	2

#### Security

Immobilizer .....	SecuriLock	* Panic alarm .....	Yes
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### Seating

#### Passenger Capacity

Capacity .....	5
----------------	---

#### Front Seats

Split .....	40-40	Type .....	Bucket
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#### Driver Seat

Fore/aft .....	Power	Height adjustable .....	Power
Reclining .....	Power	Way direction control .....	8

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

Price Level: 215 | Quote ID: MONROEFD

### Selected Equip & Specs (cont'd)

Lumbar support	Power 2-way	Cushion tilt	Power
<i>Passenger seat</i>			
Fore/aft	Manual	Reclining	Manual
Way direction control	4		
<i>Front Head Restraint</i>			
Control	Manual	Type	Adjustable
<i>Rear Seats</i>			
Descriptor	Split-bench	Facing	Front
Folding	60-40	Folding position	Fold-up cushion
Type	Fixed		
<i>Rear Head Restraints</i>			
Control	Manual	Type	Adjustable
Number	3		
<i>Front Seat Trim</i>			
Material	Cloth	Back material	Cloth
<i>Rear Seat Trim Group</i>			
Material	Vinyl	Back material	Carpet

### Convenience

#### AC And Heat Type

Air conditioning	Manual	Underseat ducts	Yes
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#### Audio System

* <b>Radio SiriusXM with 360L AM/FM/Satellite</b>		Radio data system	Yes
Radio grade	Regular	Seek-scan	Yes
External memory control	SYNC 4		

#### Audio Speakers

Speaker type	Regular	Speakers	6
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#### Audio Controls

Speed sensitive volume	Yes	Steering wheel controls	Yes
Voice activation	Yes	Streaming audio	Bluetooth yes

#### Audio Antenna

Type	Fixed
------	-------

#### Video Features

* <b>Integrated navigation system</b>	<b>With voice activation</b>
---------------------------------------	------------------------------

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

Price Level: 215 | Quote ID: MONROEFD

### Selected Equip & Specs (cont'd)

#### LCD Monitors

1st row ..... 2 Primary monitor size (inches) ..... 8

#### Cruise Control

Cruise control ..... With steering wheel controls

#### Convenience Features

12V DC power outlet ..... 2 Emergency SOS ..... Mobile device

Wireless phone connectivity ..... SYNC 4 Internet access ..... Selective service

\* **Back-up alarm** ..... **Yes** Smart device integration ..... Mirroring

#### Door Lock Activation

Type ..... Power with 2 stage unlock \* **Remote** ..... **Keyfob (all doors)**

\* **Integrated key/remote** ..... **Yes** Auto locking ..... Yes

#### Door Lock Type

Rear child safety ..... Manual Tailgate/rear door lock Included with power door locks

#### Instrumentation Type

Appearance ..... Analog

#### Instrumentation Gauges

Tachometer ..... Yes Oil pressure ..... Yes

Engine temperature ..... Yes Voltmeter ..... Yes

\* **Inclinometer** ..... **Yes** Transmission fluid temp ..... Yes

Engine hour meter ..... Yes

#### Instrumentation Warnings

Oil pressure ..... Yes Engine temperature ..... Yes

Battery ..... Yes Lights on ..... Yes

Key ..... Yes Low fuel ..... Yes

\* **Lighting malfunction** ..... **Yes** Door ajar ..... Yes

Service interval ..... Yes Brake fluid ..... Yes

Low tire pressure ..... Tire specific

#### Instrumentation Displays

Clock ..... In-radio display Compass ..... Yes

Exterior temp ..... Yes \* **Systems monitor** ..... **Yes**

Redundant digital speedometer ..... Yes Camera(s) - rear ..... Yes

#### Instrumentation Feature

\* **Trip computer** ..... **Yes** Trip odometer ..... Yes

Parking sensors ..... Rear \* **Blind spot** ..... **Warning**

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

Price Level: 215 | Quote ID: MONROEFD

### Selected Equip & Specs (cont'd)

\* **Rear collision** ..... **Warning**

#### Steering Wheel Type

Material ..... Urethane      Tilting ..... Manual  
Telescoping ..... Manual

#### Front Side Windows

Window 1st row activation ..... Power

#### Windows Rear Side

2nd row activation ..... Power

#### Window Features

1-touch down ..... Driver and passenger      1-touch up ..... Driver and passenger  
Tinted ..... Light

#### Front Windshield

Wiper ..... Variable intermittent

#### Rear Windshield

Window ..... Fixed

### Interior

#### Passenger Visor

Mirror ..... Yes

#### Rear View Mirror

Day-night ..... Yes      \* **Auto-dimming** ..... **Yes**

#### Headliner

Coverage ..... Full      Material ..... Cloth

#### Floor Trim

Coverage ..... Full      Covering ..... Vinyl/rubber

#### Trim Feature

Gear shifter material ..... Urethane      Cabback insulator ..... Yes  
Interior accents ..... Chrome

#### Lighting

Dome light type ..... Fade      Illuminated entry ..... Yes  
Variable IP lighting ..... Yes

#### Overhead Console Storage

Storage ..... Yes      Type ..... Full

#### Storage

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

Price Level: 215 | Quote ID: MONROEFD

### Selected Equip & Specs (cont'd)

Driver door bin .....	Yes	Front Beverage holder(s) .....	Yes
Glove box .....	Yes	Passenger door bin .....	Yes
Rear yes .....	Yes	Instrument panel .....	Bin
Dashboard .....	Yes	Rear door bins .....	Yes
<i>Legroom</i>			
Front .....	43.9"	Rear .....	43.6"
<i>Headroom</i>			
Front .....	40.8"	Rear .....	40.4"
<i>Hip Room</i>			
Front .....	62.5"	Rear .....	62.6"
<i>Shoulder Room</i>			
Front .....	66.7"	Rear .....	66.0"
<i>Interior Volume</i>			
Passenger volume .....	131.9 cu.ft.		

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

Price Level: 215 | Quote ID: MONROEFD

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# Warranty

## Standard Warranty

### *Basic*

Distance ..... 36,000 miles                      Months ..... 36 months

### *Powertrain*

Distance ..... 100,000 miles                      Months ..... 60 months

### *Corrosion Perforation*

Distance ..... Unlimited miles                      Months ..... 60 months

### *Roadside Assistance*

Distance ..... 60,000 miles                      Months ..... 60 months

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**Monroe Fire Protection District**  
**Claims - Signed October 11, 2021**

Invoices Received 9/29/2021-10/10/2021

<u>Date:</u>	<u>Claim #</u>	<u>Amount:</u>	<u>Payable To:</u>	<u>Description</u>
10/11/2021	1399	\$ 573.78	Firewire Performance	CUM Fund Equipment - Red & White Strobe Lighting ARFF
10/11/2021	1400	\$ 328.30	IMS Alliance	CUM Fund Gear - Name Tags Black & White
10/11/2021	1401	\$ 2,475.00	Justin Guarneri	CUM Fund Misc - Bimini Cover M21
10/11/2021	1402	\$ 600.00	Scott's Welding	CUM Fund Misc - Hitch for Sq23
10/11/2021	EFT	\$ 584.03	Gibson Teldata	Telephone/Data - Phone System minus CREDIT for overcharge
10/11/2021	EFT	\$ 23.73	Comcast Cable Xfinity	Utilities - CATV St21
10/11/2021	EFT	\$ 15.84	Comcast Cable Xfinity	Utilities - CATV St22
10/11/2021	EFT	\$ 462.88	AT&T	Telephone/Data - Mobile Phones & Tablets
10/11/2021	EFT	\$ 597.07	Duke Energy	Utilities - St22
10/11/2021	EFT	\$ 232.75	Duke Energy	Utilities - Annex
10/11/2021	7180	\$ 296.62	Amazon Capital Services	Operating - N95 NIOSH Masks (240) <b>COVID</b>
10/11/2021	7181	\$ 181.42	Black Lumber	Operating - 1st Alert CO2 Alarm (6)
				Comp Supp - Google, Zoom, Dropbox, Bracket; Utilities - YouTubeTV (6St); Postage - Stamps & INPRS; Operating - Supplies @Sam's, Inventory Tags, Lumber for shelves;
10/11/2021	7183	\$ 2,794.90	Cardmember Services	Vehicle Mnt - Parts @Crowley & UAT; Donation Fund Meal
10/11/2021	7184	\$ 432.52	Curry Buick	Vehicle Mnt - Parts C2-6
10/11/2021	7185	\$ 10.69	Darrell Cooper	Office Supplies - Mic for event speaker
10/11/2021	7186	\$ 427.12	Emergency Medical Products	EMS Supplies - Sterile H2O, Nasal Airway Kit (6), Resusitator (6), Masks, tubing
10/11/2021	7187	\$ 98.42	Fire Service Inc	Vehicle Mnt - Door Handle Assy
10/11/2021	7188	\$ 515.80	Hb Warehouse	Operating - Toilet Bowl Cleaner (46), Paper Towel
10/11/2021	7189	\$ 65.00	JB's Disposal	Utilities - St19
10/11/2021	7190	\$ 1,108.20	JTN Services, Inc	Vehicle Mnt - 500 Halo Refi/Lamp; E22 Super Auto Eject
10/11/2021	7191	\$ 162.59	Kleindorfer Hardware	Operating - Invoices for Sept
10/11/2021	7192	\$ 63.11	Midwest Natural Gas	Utilities - St39
10/11/2021	7193	\$ 1.00	Monroe County Airport	Office Supply - Annual Land Lease Contract <b>GAAP</b>
10/11/2021	7194	\$ 1,207.41	NAPA Auto Parts - Columbus	Vehicle Mnt - C2-6 Brake Line, E39 Rear Brake Drums, ARFF
10/11/2021	7195	\$ 1,425.48	O'Reilly Automotive	Vehicle Mnt - ARFF, Su22, L21, Shop, C2-6, E39
10/11/2021	7196	\$ 3,230.00	Root & Associates	Accounting Services - Bookkeeping for Sept
10/11/2021	7197	\$ 37.20	South Central Regional Sewer Dist	Utilities - St21
10/11/2021	7198	\$ 262.06	Southern Monroe Water Corp	Utilities - St21
10/11/2021	7199	\$ 2,018.14	Sternberg	Vehicle Mnt - E22 EGR Valve; T35; E39; E24
10/11/2021	7200	\$ 143.27	Toshiba Financial Services	Office Supply - St29 Copier Contract
10/11/2021	7201	\$ 709.67	Truck Service Inc	Vehicle Repair - Benton 41 Leaf Springs
10/11/2021	7202	\$ 182.86	Washington Township Water	Utilities - St25
10/11/2021	7203	\$ 8,171.30	WEX Bank	Fuel - 9/5/21-10/6/21
	<b>Total:</b>	<b>\$ 29,438.16</b>		
NOTE:		0.00	DISTRICT 8 for Reimbursement -	
		<u>29,438.16</u>		

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**Monroe Fire Protection District**  
**Claims - Signed October 26, 2021**

Invoices Received 10/11/2021-10/25/2021

<u>Date:</u>	<u>Claim #</u>	<u>Amount:</u>	<u>Payable To:</u>	<u>Description</u>
10/26/2021	1403	\$ 824.60	Conway Shield	Cum Fund Gear - Helmet Shields (40)
10/26/2021	1404	\$ 1,524.73	Dive Rescue	CUM Fund Misc; Equip - Rapid Rescue PFDs (10)
10/26/2021	1405	\$ 5,667.00	Richard's Small Engine	CUM Fund Equipment - Fastrak Mower St25 54" 22hp
10/26/2021	EFT	\$ 4,886.06	AFLAC	Voluntary AFLAC Insurance - Employee Deduction
10/26/2021	EFT	\$ 86,497.61	IU Health Plans	Health Insurance - Group Medical
10/26/2021	EFT	\$ 235.87	Express Waste Removal	Utilities - St22, St29, St21, St23, Annex
10/26/2021	EFT	\$ 70.16	Duke Energy	Utilities - St25
10/26/2021	EFT	\$ 915.78	Duke Energy	Utilities - St25
10/26/2021	EFT	\$ 733.25	Duke Energy	Utilities - St21
10/26/2021	EFT	\$ 118.20	Duke Energy	Utilities - St21
10/26/2021	EFT	\$ 73.10	CenterPoint	Utilities - St25
10/26/2021	EFT	\$ 76.33	CenterPoint	Utilities - St21
10/26/2021	EFT	\$ 17.72	CenterPoint	Utilities - St25
10/26/2021	EFT	\$ 54.05	CenterPoint	Utilities - St22
10/26/2021	7204	\$ 1,963.19	Amazon Capital Services	Computer Supp - Batteries, Remote; Office Supp - Toner St25; Training - Magnetic Board; Operating - Pressure Switch, Steam Irons & Boards; Hangers & Tape
10/26/2021	7205	\$ 165.68	Apparatus Service Corp	Vehicle Repair - G1 lens
10/26/2021	7206	\$ 844.17	Armand Advertising	Fire Prevention Education Materials - Black Mood Pencils (1500)
10/26/2021	7207	\$ 151.85	B-Tech	Building Services - Monthly Webservice Fee Annex; Qrtly Alarm Annex; St25
10/26/2021	7208	\$ 319.51	City of Bloomington Utilities	Utilities - St29, St22, Annex
10/26/2021	7209	\$ 577.93	Comcast	Telephone / Data - St25, St29, St39
10/26/2021	7210	\$ 1,782.25	David Ferguson Atty	Legal Counsel - SEP By laws, PERP, FMLA, Salary Ord; Background Checks
10/26/2021	7211	\$ 50.00	Economy Termite & Pest	Building Services - St23
10/26/2021	7212	\$ 1,230.81	Emergency Medical Products	EMS Supplies - Nitrile Gloves; Airways, Glucos, Irrigation
10/26/2021	7213	\$ 1,364.32	FirstNet	Computer Support - MDTs
10/26/2021	7214	\$ 155.00	Hoosier Fire Equipment Inc	Vehicle Mnt - Spartan Wiper Arm 26"
10/26/2021	7215	\$ 182.00	IU Health Occ Services	Medical Services - DS Non DOT; PE Fit for Duty
10/26/2021	7216	\$ 276.08	Joel Bomgardner	Travel Expense - Mileage for errands and meetings
10/26/2021	7217	\$ 411.60	Keller Heating & AC	Building Services - Installed New Blower & Cycled System St29
10/26/2021	7218	\$ 337.65	Koorsen Fire & Security	Equipment Test Certifications - St24 Annual Extinguisher Test (17) GAAP
10/26/2021	7219	\$ 756.56	Orkin Pest Control	Building Services - Annual Pest Control Contract GAAP
10/26/2021	7220	\$ 6,887.25	Paramount Dental - Health Resources	Health Insurance - Group Dental
10/26/2021	7221	\$ 24.08	Pomp's Tire Service	Vehicle Repair - Mower 22
10/26/2021	7222	\$ 1,843.56	REMC	Utilities - St39
10/26/2021	7223	\$ 1,106.44	Richard's Small Engine	Vehicle Repair - Mower Repair Old St25 now Backup St19; Spring Cap
10/26/2021	7224	\$ 403.42	Riverway Plumbing	Building Services - Replaced 2 handle shower valve, kitchen sink and soldered main water shut off St22
10/26/2021	7225	\$ 198.00	Root & Associates	Accounting Services - Postage for 1099 & 1000 QB Checks Gen Fund
10/26/2021	7226	\$ 300.00	Roto-Rooter	Building Services - Broken Sewer Line at Clean out
10/26/2021	7227	\$ 1,533.50	W.S. Darley	Vehicle Mnt - Element Oil Filter (3), Separator (6), Freight ARFF39

**Total:** \$ 124,559.31

NOTE: 0.00 DISTRICT 8 for Reimbursement -

124,559.31

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**Monroe Fire Protection District  
Claims - Signed October 29, 2021**

Invoices Received 10/25/21 - 10/28/2021

<u>Date:</u>	<u>Claim #</u>	<u>Amount:</u>	<u>Payable To:</u>	<u>Description</u>
10/29/2021	EFT	\$ 159.74	Comcast Business	Telephone / Data - St21 Intenet
10/29/2021	7228	\$ 1,419.38	Anthem BCBS	Health Insurance - Group Vision
10/29/2021	7229	\$ 904.48	Cincinnati Life	Voluntary Cincinnati Life
10/29/2021	7230	\$ 209.74	Comcast Business	Telephone / Data - Annex Intenet
10/29/2021	7231	\$ 236.16	Gordon Flesch Co	Office Supplies - Color Copies 3rd Qtr
10/29/2021	7232	\$ 9,500.27	Standard Life Insurance	Life Insurance - Group Life, ADD, STD, LTD

**Total:** \$ 12,429.77

NOTE:

0.00

DISTRICT 8 for Reimbursement -

12,429.77

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## Special Fire General - Fund 8603

			Beginning Budget	Current Month Expenditures	YTD Expenditures	% Expended	Balance Remaining
<b>Personal Services</b>			<b>DLGF Budget Sub-Categories</b>				
						<b>83%</b>	
8212	Fire Chief	Salaries & Wages	\$ 80,000.00	6,666.66	\$ 66,192.91	83%	\$ 13,807.09
8213	Deputy Chief (4)	Salaries & Wages	\$ 300,000.00	25,000.00	\$ 221,220.84	74%	\$ 78,779.16
8214	Assistant Chief (3)	Salaries & Wages	\$ 210,000.00	17,500.02	\$ 168,745.87	80%	\$ 41,254.13
8215	Battalion Chief (6)	Salaries & Wages	\$ 390,000.00	32,610.72	\$ 310,674.20	80%	\$ 79,325.80
8216	Fire Marshal (2)	Salaries & Wages	\$ 130,000.00	5,416.66	\$ 51,458.27	40%	\$ 78,541.73
8217	Mechanic	Salaries & Wages	\$ 65,000.00	5,416.66	\$ 51,458.27	79%	\$ 13,541.73
8219	Firefighters Salary - PERF Fund	Salaries & Wages	\$ 1,680,000.00	55,800.08	\$ 526,382.20	31%	\$ 1,153,617.80
8220	Firefighters Salary - 1977 Fund	Salaries & Wages	\$ 1,600,000.00	247,615.24	\$ 2,238,311.54	140%	\$ (638,311.54)
8221	Incentive Qualifications	Salaries & Wages	\$ 200,000.00	6,679.05	\$ 93,007.23	47%	\$ 106,992.77
8222	Officer Pay	Salaries & Wages	\$ 370,000.00	28,833.34	\$ 268,918.86	73%	\$ 101,081.14
8223	Longevity	Salaries & Wages	\$ 122,400.00	9,762.50	\$ 90,281.25	74%	\$ 32,118.75
8224	Holiday Pay	Salaries & Wages	\$ 27,000.00	2,500.00	\$ 13,050.00	48%	\$ 13,950.00
8225	Special Event Pay	Salaries & Wages	\$ 20,000.00	-	\$ -	0%	\$ 20,000.00
8226	Part-Time Employees	Salaries & Wages	\$ 1,017,500.00	71,284.25	\$ 837,014.25	82%	\$ 180,485.75
8227	Substitute, Emergency, Overtime, Trng	Salaries & Wages	\$ 460,000.00	43,356.17	\$ 293,473.50	64%	\$ 166,526.50
8228	Administrative Assistant (2)	Salaries & Wages	\$ 108,400.00	9,033.32	\$ 91,227.54	84%	\$ 17,172.46
8229	IT Specialist	Salaries & Wages	\$ 70,000.00	5,833.34	\$ 53,666.71	77%	\$ 16,333.29
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	\$ 277,546.00	14,187.57	\$ 143,096.72	52%	\$ 134,449.28
8241	Medicare	Employee Benefits	\$ 101,810.00	8,135.58	\$ 77,244.66	76%	\$ 24,565.34
8242	Unemployment Insurance	Employee Benefits	\$ 74,370.00	1,753.48	\$ 12,793.97	17%	\$ 61,576.03
8243	Health Insurance	Employee Benefits	\$ 1,254,000.00	90,848.70	\$ 981,053.83	78%	\$ 272,946.17
8244	PERF 1977 Employer Contribution	Employee Benefits	\$ 496,440.00	61,346.79	\$ 526,687.22	106%	\$ (30,247.22)
8245	Life Insurance	Employee Benefits	\$ 93,112.00	9,467.25	\$ 99,945.70	107%	\$ (6,833.70)
8246	PERF Fund Employer Contribution	Employee Benefits	\$ 538,095.00	24,891.75	\$ 208,284.80	39%	\$ 329,810.20
8251	Volunteer Contract	Other Personal Services	\$ 75,000.00	-	\$ -	0%	\$ 75,000.00
8252	Length of Service	Other Personal Services	\$ 30,000.00	-	\$ 3,872.00	13%	\$ 26,128.00
8253	Medical Services	Other Personal Services	\$ 80,000.00	88.00	\$ 18,855.12	24%	\$ 61,144.88
		<b>Category Sub-Total</b>	<b>\$ 10,017,473.00</b>	<b>\$ 784,027.13</b>	<b>\$ 7,519,317.86</b>	<b>75%</b>	<b>\$ 2,498,155.14</b>
					<i>Combined FF Salaries</i>	84.3%	
				(\$53k H.S.A. Pd 1st half)	<i>Health Insurance</i>	74.0%	
					<i>Combined PERF Funds</i>	71.0%	
3097	Voluntary Cincinnati Life	Liability Account	Not Budgeted				
3098	Voluntary AFLAC Insurance	Liability Account	Not Budgeted				
<b>Supplies</b>			<b>DLGF Budget Sub-Categories</b>				
8300	Office Supplies	Office Supplies	\$ 20,000.00	1,439.46	\$ 7,689.49	38%	\$ 12,310.51
8301	Operating Supplies	Operating Supplies	\$ 100,000.00	4,579.08	\$ 76,086.47	76%	\$ 23,913.53
8302	Vehicle Maintenance Supplies	Repair & Mnt Supplies	\$ 120,000.00	2,535.64	\$ 34,790.54	29%	\$ 85,209.46
8303	Promotional Supplies	Office Supplies	\$ 10,000.00	3,733.13	\$ 9,100.57	91%	\$ 899.43
8304	EMS Supplies	Operating Supplies	\$ 20,000.00	2,479.36	\$ 14,790.92	74%	\$ 5,209.08
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	\$ 71,219.82	79%	\$ 18,780.18
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
		<b>Category Sub-Total</b>	<b>\$ 380,500.00</b>	<b>\$ 27,677.05</b>	<b>\$ 226,741.05</b>	<b>60%</b>	<b>\$ 153,758.95</b>
<b>Services &amp; Charges</b>			<b>DLGF Budget Sub-Categories</b>				
8341	Inspections/Investigations	Professional Services	\$ 7,500.00	-	\$ 415.00	6%	\$ 7,085.00
8351	Seminars/Training	Professional Services	\$ 60,000.00	970.99	\$ 41,436.17	69%	\$ 18,563.83
8352	Legal Counsel & expenses	Professional Services	\$ 30,000.00	1,064.25	\$ 44,828.31	149%	\$ (14,828.31)
8353	Equipment test, certifications	Professional Services	\$ 30,000.00	752.00	\$ 4,544.91	15%	\$ 25,455.09
8354	Computer technical support	Professional Services	\$ 60,000.00	2,042.65	\$ 47,482.16	79%	\$ 12,517.84
8355	Accounting Services	Professional Services	\$ 50,000.00	3,230.00	\$ 34,198.00	68%	\$ 15,802.00
8400	Telephone & Data Services	Communication & Transportation	\$ 40,000.00	4,657.79	\$ 29,856.02	75%	\$ 10,143.98
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	-	\$ 736.15	29%	\$ 1,763.85
8403	Travel Expenses	Communication & Transportation	\$ 10,000.00	543.01	\$ 5,076.51	51%	\$ 4,923.49
8450	Legal Advertising	Printing & Advertising	\$ 1,000.00	91.23	\$ 586.30	59%	\$ 413.70
8451	Printing	Printing & Advertising	\$ 5,000.00	-	\$ 468.59	9%	\$ 4,531.41
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	\$ 76,085.59	61%	\$ 48,914.41
8600	Building & equipment repairs	Repairs & Maintenance	\$ 150,000.00	19,145.29	\$ 95,117.38	63%	\$ 54,882.62
8675	Hazardous materials	Other Services & Charges	\$ 10,000.00	-	\$ 57.85	1%	\$ 9,942.15
		<b>Category Sub-Total</b>	<b>\$ 826,000.00</b>	<b>\$ 56,209.04</b>	<b>\$ 584,130.17</b>	<b>71%</b>	<b>\$ 241,869.83</b>
		<b>General Fund Total</b>	<b>\$ 11,223,973.00</b>	<b>\$ 867,913.22</b>	<b>\$ 8,330,189.08</b>	<b>74%</b>	<b>\$ 2,893,783.92</b>

### Special CUM Fire - Fund 8691

			Beginning Budget	Current Month Expenditures	YTD Expenditures	% Expended	Balance Remaining
						83%	
<b>Capital Outlays</b>		<b>DLGF Budget Sub-Categories</b>					
8779	Small Vehicles	Machinery, Equip & Vehicles	\$ 100,000.00	-	\$ -	0%	\$ 100,000.00
8780	Misc Equipment	Machinery, Equip & Vehicles	\$ 156,000.00	22,029.70	\$ 60,349.19	39%	\$ 95,650.81
8781	Gear	Machinery, Equip & Vehicles	\$ 100,000.00	6,065.17	\$ 30,152.58	30%	\$ 69,847.42
8782	Station 21 Mortgage	Buildings	\$ 200,000.00	-	\$ 87,816.18	44%	\$ 112,183.82
8784	PSLIT (Remodel 2020 \$)	Buildings	\$ 256,546.00	-	\$ 29,692.57	12%	\$ 226,853.43
8785	Rescue 11 (22) Replacement	Machinery, Equip & Vehicles	\$ 100,000.00	-	\$ 80,340.82	80%	\$ 19,659.18
8788	Engine 22	Machinery, Equip & Vehicles	\$ 100,000.00	-	\$ 100,000.00	100%	\$ -
8789	Quint 59	Machinery, Equip & Vehicles	\$ 30,000.00	-	\$ 17,817.62	59%	\$ 12,182.38
<b>CUM Fund Total</b>			<b>\$ 1,042,546.00</b>	<b>\$ 28,094.87</b>	<b>\$ 406,168.96</b>	<b>39%</b>	<b>\$ 636,377.04</b>



<b>Special Fire General - Fund 8603</b>		<b>Beginning Budget</b>	<b>Current Month Expenditures</b>	<b>YTD Expenditures</b>	<b>% Expended</b>	<b>Balance Remaining</b>	<b>Monthly Expenses</b>	<b>Monthly Expenses</b>
					<b>100%</b>		<b>November</b>	<b>December</b>
<b>Personal Services</b>							<b>Projections</b>	<b>Transfers</b>
8212	Fire Chief	\$ 80,000.00	6,666.66	\$ 79,526.23	99%	\$ 473.77	13,333.32	
8213	Deputy Chief (4)	\$ 300,000.00	25,000.00	\$ 271,220.84	90%	\$ 28,779.16	50,000.00	
8214	Assistant Chief (3)	\$ 210,000.00	17,500.02	\$ 203,745.91	97%	\$ 6,254.09	35,000.04	
8215	Battalion Chief (6)	\$ 390,000.00	32,610.72	\$ 376,775.96	97%	\$ 13,224.04	66,101.76	
8216	Fire Marshal (2)	\$ 130,000.00	5,416.66	\$ 117,291.59	90%	\$ 12,708.41	10,833.32	55,000.00
8217	Mechanic	\$ 65,000.00	5,416.66	\$ 62,291.59	96%	\$ 2,708.41	10,833.32	
8219	Firefighters Salary - PERF Fund	\$ 1,680,000.00	55,800.08	\$ 1,672,403.56	100%	\$ 7,596.44	111,021.36	1,035,000.00
8220	Firefighters Salary - 1977 Fund	\$ 1,600,000.00	247,615.24	\$ 1,591,861.40	99%	\$ 8,138.60	503,549.86	(1,150,000.00)
8221	Incentive Qualifications	\$ 200,000.00	6,679.05	\$ 149,823.67	75%	\$ 50,176.33	56,816.44	
8222	Officer Pay	\$ 370,000.00	28,833.34	\$ 328,918.86	89%	\$ 41,081.14	60,000.00	
8223	Longevity	\$ 122,400.00	9,762.50	\$ 109,731.25	90%	\$ 12,668.75	19,450.00	
8224	Holiday Pay	\$ 27,000.00	2,500.00	\$ 27,000.00	100%	\$ -	13,950.00	
8225	Special Event Pay	\$ 20,000.00	-	\$ -	0%	\$ 20,000.00	-	
8226	Part-Time Employees	\$ 1,017,500.00	71,284.25	\$ 1,008,514.25	99%	\$ 8,985.75	180,000.00	(8,500.00)
8227	Substitute, Emergency, Overtime, Trng	\$ 460,000.00	43,356.17	\$ 449,999.50	98%	\$ 10,000.50	166,526.00	(10,000.00)
8228	Administrative Assistant (2)	\$ 108,400.00	9,033.32	\$ 107,794.18	99%	\$ 605.82	18,066.64	(1,500.00)
8229	IT Specialist	\$ 70,000.00	5,833.34	\$ 65,333.39	93%	\$ 4,666.61	11,666.68	
8230	Trustee Compensation (5)	\$ 16,800.00	-	\$ 16,470.40	98%	\$ 329.60	4,195.00	
8235	Uniform Allowance	\$ 130,000.00	-	\$ 124,125.00	95%	\$ 5,875.00	64,000.00	
8240	Social Security	\$ 277,546.00	14,187.57	\$ 253,096.72	91%	\$ 24,449.28	50,000.00	60,000.00
8241	Medicare	\$ 101,810.00	8,135.58	\$ 97,244.66	96%	\$ 4,565.34	20,000.00	
8242	Unemployment Insurance	\$ 74,370.00	1,753.48	\$ 17,793.97	24%	\$ 56,576.03	5,000.00	
8243	Health Insurance	\$ 1,254,000.00	90,848.70	\$ 1,201,053.83	96%	\$ 52,946.17	220,000.00	
8244	PERF 1977 Employer Contribution	\$ 496,440.00	61,346.79	\$ 491,687.22	99%	\$ 4,752.78	150,000.00	(185,000.00)
8245	Life Insurance	\$ 93,112.00	9,467.25	\$ 91,945.70	99%	\$ 1,166.30	22,000.00	(30,000.00)
8246	PERF Fund Employer Contribution	\$ 538,095.00	24,891.75	\$ 515,284.80	96%	\$ 22,810.20	57,000.00	250,000.00
8251	Volunteer Contract	\$ 75,000.00	-	\$ 60,000.00	80%	\$ 15,000.00	60,000.00	
8252	Length of Service	\$ 30,000.00	-	\$ 3,872.00	13%	\$ 26,128.00	-	
8253	Medical Services	\$ 80,000.00	88.00	\$ 72,855.12	91%	\$ 7,144.88	69,000.00	(15,000.00)
		\$ 10,017,473.00	\$ 784,027.13	\$ 9,567,661.60	96%	\$ 449,811.40	2,048,343.74	-
				Combined FF Salaries	99.5%			
			(\$53k H.S.A. Pd 1st half)	Health Insurance	91.6%			
				Combined PERF Funds	97.3%			
3097	Voluntary Cincinnati Life	Not Budgeted						
3098	Voluntary AFLAC Insurance	Not Budgeted						
<b>Supplies</b>								
8300	Office Supplies	\$ 20,000.00	1,439.46	\$ 12,189.49	61%	\$ 7,810.51	4,500.00	
8301	Operating Supplies	\$ 100,000.00	4,579.08	\$ 88,086.47	88%	\$ 11,913.53	12,000.00	
8302	Vehicle Maintenance Supplies	\$ 120,000.00	2,535.64	\$ 57,790.54	48%	\$ 62,209.46	23,000.00	
8303	Promotional Supplies	\$ 10,000.00	3,733.13	\$ 9,950.57	100%	\$ 49.43	850.00	
8304	EMS Supplies	\$ 20,000.00	2,479.36	\$ 19,790.92	99%	\$ 209.08	5,000.00	
8306	IVFA Dues	\$ 3,000.00	2,110.00	\$ 2,110.00	70%	\$ 890.00	-	
8307	Payroll Supplies	\$ 2,500.00	-	\$ -	0%	\$ 2,500.00	-	
8308	Fuel	\$ 90,000.00	10,210.38	\$ 89,969.82	100%	\$ 30.18	18,750.00	
8311	Special Chemical Supplies	\$ 5,000.00	-	\$ 4,800.00	96%	\$ 200.00	-	
8312	Fire Prevention Education materials	\$ 10,000.00	590.00	\$ 9,153.24	92%	\$ 846.76	3,000.00	
		\$ 380,500.00	\$ 27,677.05	\$ 293,841.05	77%	\$ 86,658.95	67,100.00	-
<b>Services &amp; Charges</b>								
8341	Inspections/Investigations	\$ 7,500.00	-	\$ 2,415.00	32%	\$ 5,085.00	2,000.00	
8351	Seminars/Training	\$ 60,000.00	970.99	\$ 51,436.17	86%	\$ 8,563.83	10,000.00	
8352	Legal Counsel & expenses	\$ 30,000.00	1,064.25	\$ 29,828.31	99%	\$ 171.69	20,000.00	(35,000.00)
8353	Equipment test, certifications	\$ 30,000.00	752.00	\$ 19,544.91	65%	\$ 10,455.09	5,000.00	10,000.00
8354	Computer technical support	\$ 60,000.00	2,042.65	\$ 49,482.16	82%	\$ 10,517.84	12,000.00	(10,000.00)
8355	Accounting Services	\$ 50,000.00	3,230.00	\$ 44,198.00	88%	\$ 5,802.00	10,000.00	
8400	Telephone & Data Services	\$ 40,000.00	4,657.79	\$ 38,356.02	96%	\$ 1,643.98	8,500.00	
8401	Pager System	\$ 5,000.00	7.95	\$ 7.95	0%	\$ 4,992.05	-	
8402	Postage, mail, supplies & fees	\$ 2,500.00	-	\$ 1,236.15	49%	\$ 1,263.85	500.00	
8403	Travel Expenses	\$ 10,000.00	543.01	\$ 6,576.51	66%	\$ 3,423.49	1,500.00	
8450	Legal Advertising	\$ 1,000.00	91.23	\$ 736.30	74%	\$ 263.70	150.00	
8451	Printing	\$ 5,000.00	-	\$ 1,018.59	20%	\$ 3,981.41	550.00	
8500	General Liability insurance	\$ 120,000.00	16,830.53	\$ 119,807.28	100%	\$ 192.72	16,000.00	
8501	Worker's Comp Insurance	\$ 120,000.00	-	\$ 119,426.00	100%	\$ 574.00	20,000.00	
8550	Utilities	\$ 125,000.00	6,873.35	\$ 96,085.59	77%	\$ 28,914.41	20,000.00	
8600	Building & equipment repairs	\$ 150,000.00	19,145.29	\$ 146,117.38	97%	\$ 3,882.62	16,000.00	35,000.00
8675	Hazardous materials	\$ 10,000.00	-	\$ 5,057.85	51%	\$ 4,942.15	5,000.00	
		\$ 826,000.00	\$ 56,209.04	\$ 731,330.17	89%	\$ 94,669.83	147,200.00	-
		\$ 11,223,973.00	\$ 867,913.22	\$ 10,592,832.82	94%	\$ 631,140.18	2,262,643.74	-

# MFPD Cash Balance Data 2022

<b><u>Jan 1 Balance:</u></b>	\$ 2,761,107.00	<b><u>July 1 Balance:</u></b>	\$ 2,794,599.00
<b><u>January</u></b>		<b><u>July</u></b>	
Contracts:	90,537	Contracts:	38,625
LIT	225,200	LIT	225,200
Expenses:	1,036,895	Expenses:	1,036,895
<b>Balance:</b>	<b>\$ 2,039,949.00</b>	<b>Balance:</b>	<b>\$ 2,021,529.00</b>
<b><u>February</u></b>		<b><u>August</u></b>	
Contracts:	38,625	Contracts:	38,625
LIT	225,200	LIT	225,200
Expenses:	1,036,895	Expenses:	1,036,895
<b>Balance:</b>	<b>\$ 1,266,879.00</b>	<b>Balance:</b>	<b>\$ 1,248,459.00</b>
<b><u>March</u></b>		<b><u>September</u></b>	
Contracts:	38,625	Contracts:	38,625
LIT	225,200	LIT	225,200
Expenses:	1,036,895	Expenses:	1,036,895
<b>Balance:</b>	<b>\$ 493,809.00</b>	<b>Balance:</b>	<b>\$ 475,389.00</b>
<b><u>April</u></b>		<b><u>October</u></b>	
Contracts:	38,625	Contracts:	38,625
LIT	225,200	LIT	225,200
Expenses:	1,036,895	Expenses:	1,036,895
<b>Balance:</b>	<b>\$ (279,261.00)</b>	<b>Balance:</b>	<b>\$ (297,681.00)</b>
<b><u>May</u></b>		<b><u>November</u></b>	
Contracts:	38,625	Contracts:	38,625
LIT	225,200	LIT	225,200
Expenses:	1,036,895	Expenses:	1,036,895
<b>Balance:</b>	<b>\$ (1,052,331.00)</b>	<b>Balance:</b>	<b>\$ (1,070,751.00)</b>
<b><u>June</u></b>		<b><u>December</u></b>	
Contracts:	98,625	Contracts:	151,225
LIT	225,200	LIT	225,200
Settlement PT & Excise:	4,560,000	Settlement PT & Excise:	4,000,000
Expenses:	1,036,895	Expenses:	1,036,895
<b>Balance:</b>	<b>\$ 2,794,599.00</b>	<b>Balance:</b>	<b>\$ 2,268,779.00</b>