



CITY OF NEW HAVEN

910 Hartzell Road
New Haven, IN 46774

AGENDA **Fire/EMS Territory Agenda** **January 8, 2026, at 3:00 PM**

I. CALL TO ORDER

- A. Welcome - please silence cell phones and other electronic devices.
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of Minutes from the previous meeting
- E. Pay Claims and Register

II. UNFINISHED BUSINESS

- A. Signing of Resolution R-25-2

III. NEW BUSINESS

- A. Stryker Maintenance Invoice # 9211216189 in the amount of \$12,851.24.
- B. Part-Time New Hire
- C. Policy & Procedure Change to 1.27
- D. Policy & Procedure Change to 1.28
- E. Policy & Procedure Change to 1.40
- F. Policy & Procedure Change to 1.41
- G. Policy & Procedure Change to 1.53
- H. Chief Discussion

IV. ADJOURNMENT

STATION 1 – 420 BROADWAY ST | NEW HAVEN
 STATION 2 – 4625 E PAULDING RD | ADAMS TOWNSHIP
 STATION 3 – 910 HARTZELL RD | NEW HAVEN
 STATION 4 – 22731 MAIN ST | WOODBURN
 STATION 5 – 17022 WOODBURN RD | MILAN TOWNSHIP

MEMBER	APPOINTED BY	TERM
Chad Bauer-Member	Adams Township Board	01/01/24-12/21/2026
Steve Ottenweller-Secretary	Jefferson Township Board	01/01/24-12/21/2026
Jeff Abbott-Member	Maumee Township Board	01/01/24-12/21/2026
Mark Bradtmueller-Vice President	Milan Township Board	01/01/24-12/21/2026
Bob Byrd-President	Mayor	01/01/24-12/21/2026
Mark Smith-Member	East Central Board	01/01/24-12/21/2026
John Graber-Member	City of Woodburn	01/01/24-12/21/2026

Meetings are archived and can be viewed live at <https://newhavenin.portal.civicclerk.com/>.

RESOLUTION R-25-2

**RESOLUTION OF EAST CENTRAL FIRE & EMS PROTECTION TERRITORY,
ALLEN COUNTY, INDIANA TO ADOPT RESOLUTION ON MERIT ORDINANCE
STEP 1**

The Executive Board of East Central Fire Protection Territory, Allen County, IN (the “Board”) met at a duly called and authorized meeting of the Board held on the date set forth below, such meeting being called pursuant to a notice stating the time, place, and purpose of the meeting received by all the Board Members, and the following resolution was made, seconded, and adopted by a majority of those present at the meeting, which constituted a legal quorum of the Board.

WHEREAS, Pursuant to the East Central Fire & EMS Merit Ordinance Step 1, the Territory, by virtue of the authority provided via the Territory Interlocal Agreement, may adopt and follow, Merit Ordinance Step 1 by January 1, 2026

WHEREAS, the Territory has determined that the Merit Ordinance Step1 be submitted and incorporated herein as Exhibit “A” to this Resolution is reasonable and should be adopted by the Territory beginning January 1, 2026, after the adoption of this Resolution.

NOW THEREFORE, BE IT RESOLVED, that the East Central Fire & EMS Protection Territory Fire Department be, and hereby is, authorized and empowered to take all steps necessary to implement, and follow Merit Ordinance Step 1, hereto as Exhibit “A

Dated this 11 day of December, 2025.

AYE

NAY

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTEST:

Josh Hale, Fire Chief (ex officio and non-voting)



1941 Stryker Way, Suite A
Portage, MI 49002 USA

Invoice

9211216189

Bill to: 20067610

EAST CENTRAL FIRE AND EMS
ATTN: ACCOUNTS PAYABLE DEPARTMENT
910 HARTZELL RD
NEW HAVEN IN 46774 - 1833

Ship to
20067610
EAST CENTRAL FIRE AND EMS 910 HARTZELL RD NEW HAVEN IN 46774-1833

For product related inquiries please contact:
Stryker Medical Customer Service: 800-327-0770
For accounts and billing related inquiries please contact:
Stryker account receivable: 800-733-2383(Option 2)

Customer Information	
Invoice #	9211216189
Invoice Date	01/01/2026
Currency	USD
Payer Number	20067610
Payer Name	EAST CENTRAL FIRE AND EMS

Remit to :	
Electronic Payments:	Checks:
JPMorgan Chase ABA 071000013 (ACH) Account: 1035237 ABA 021000021 (WIRE) SWIFT Code: CHASUS33XXX	Stryker Sales, LLC 21343 NETWORK PLACE CHICAGO IL 60673-1213 USA

Please transmit in CTX format. If CTX is not possible, please send remittance information by email to EFTpayments@stryker.com

Header Information			
Customer PO	ID# 220901165751	Payment Due Date	01/31/2026
Payment Terms	Net due in 30 days		
Terms of Delivery	PCO ORIGIN		

Item	Item#/GTIN	Description	Billing Period	Extended Price
		Procure Service Contract Procure Services Emergency Care	2026-01-01 2026-12-31	12851.24
Contract No.	40061524		Item Total	12,851.24
Billing Plan	SRY - Yearly advance			
Contract Validity	01/01/2023 to 12/31/2026		Gross Amount	12,851.24
Coverage Date	01/01/2026 to 12/31/2026			



1941 Stryker Way, Suite A
Portage, MI 49002 USA

Invoice
9211216189

4 Year LP15 Prevent Onsite Maintenance Agreement

Effective Dates: 1/1/2023 - 12/31/2026

Annual Invoicing

The purchase of products pursuant to this invoice is subject to Stryker's then current terms of sale set forth at (see www.stryker.com/stnc). Any different or additional terms on any purchase order or other document submitted by Buyer are expressly rejected by Stryker. Acceptance of Buyer's purchase order and shipping of Stryker product to Buyer does not serve as acceptance of any such different or additional terms.

The total price shown on this invoice is net of discounts provided at the time of purchase. Some of the products listed on this invoice may be subject to rebates or additional discounts for which separate documentation is provided by Stryker. Customer must (1) claim the value of all discounts and rebates in the fiscal year earned or immediately following fiscal year, (2) properly report and appropriately reflect and allocate prices paid net of all discounts and rebates in Medicare/Medicaid cost reports and all claims for payment filed with third party payers as may be required by law or contract, and (3) provide agents of the United States or a state agency with access to all information from Stryker concerning discounts and rebates upon request.

STRYKER RESERVES THE RIGHT TO CHARGE A 1.5% MONTHLY FINANCE CHARGE (18% PER ANNUM) ON ALL AMOUNTS REMAINING UNPAID AT THE END OF THE NET PERIOD.

NO MERCHANDISE WILL BE ACCEPTED FOR RETURN WITHOUT PRIOR AUTHORIZATION. TO OBTAIN A RETURN AUTHORIZATION OR TO REPORT DISCREPENCIES, PLEASE CALL CUSTOMER SERVICE AT THE NUMBER INDICATED ABOVE.

Please refer to www.stryker.com/returnpolicy for Stryker's product return policies.

EAST CENTRAL

FIRE AND EMS PROTECTION TERRITORY

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January 8th, 2026

Territory Board Members,

Requesting the approval of policy 1.27 Paid Time Off. The areas highlighted and underlined are the updates, specifically item 3 and 4.

Sincerely,

Joshua Hale—Chief of Fire & EMS

1.27 Paid Time Off (PTO)

Purpose:

Establishes the parameters for the use of paid time off in addition to outline the number of hours available to an employee based on years of service.

Procedure:

1. PTO Eligibility: Regular full-time employees are eligible for paid time off (“PTO”) in accordance with this PTO Policy.
2. Eligible employees start accruing PTO time at the beginning of employment. PTO will be determined by years of service by each individual employee and will include the holidays that are determined by the Territory Board prior to the beginning of the year. Following the first calendar year of employment, PTO time is allotted on January 1st of each year.
3. Employees must schedule PTO in advance with their District Chief, unless using PTO for unexpected illness, or personal time off. PTO Requests must be turned in 30 days prior to the requested day off. Employees are expected and required to place their PTO request into UKG timeclock software. Time off will be approved by Fire Chief or his/her designee.
4. Only two staff members will be allowed to schedule off per shift using scheduled paid time off. Personal time allowance of up to 49 hours per year—may be deducted from the PTO Bank, per employee. Personal time off up to 24.25 will be allowed daily. Personal time is not intended for use as a vacation slot. Trade time may be utilized for anything less than 12.25 hours. Members will be allowed to able to draw 12 hours personal time during vacation draw, if needed. These days cant be stacked time slots.
5. Training Time request must be submitted to receive pay for off duty training and to attend training on duty, this is request form Policy # 1-40T. Training time that drops below the standard staffing level of 12 must be signed off by the shift Lt., shift DC, and Deputy Chief. The Fire Chief must approve any training time that takes the on duty staffing below the minimum staffing level of 9.
6. Military Time if placed in advance will be placed in a “vacation slot”. For unplanned, unexpected, or additional military time, the Chief or his/her designee may allow military time to be in a 3rd slot. All efforts will be made to put Military Time in before the vacation draw.

7. The Fire Chief or his/her designee reserves the right to adjust the open/available vacation slots due to special events, or needs for the department, based on special events, community disasters, department wide trainings, or special training events.

8. Reserve Banks.
 - 8.1. Beginning January 1, 2022, employees will be provided a Reserve Bank for certain unused PTO time to be used only in accordance with this PTO Policy. Reserve Bank time may be used only during approved FMLA leave or during an approved leave of absence. Usage of Reserve Bank time for a non-FMLA reason must be approved by a department head and Human Resources. It shall be the employee's responsibility to provide a written document via typed paper document, or an email addressing the need to use time from the reserve sick bank. This shall include a simple explanation of used time. Current and Previous Dr.'s notes or records may be requested by the Chief and Human Resources.

 - 8.2. At the end of each calendar year beginning in 2024, up to 120 hours of unused PTO time may be converted into the Reserve Bank. The Reserve Bank has a maximum balance of 672 hours for 24/48 career shift staff. At no time may the Reserve Bank contain more than 672 hours for 24/48 career staff. Staff that works a normal 40-hour week shall not exceed a maximum of 480 hours.

9. No Rollover
 - 9.1. To the extent the employee has unused PTO time that cannot be converted to the Reserve Bank, any remaining, unused PTO time will be forfeited. Moreover, once the Reserve Bank reaches 672 hours for shift staff and 480 hours for 40-hour/civilian staff, any unused PTO time not converted will be forfeited. Unused PTO time does not carryover from year to year, and any PTO time not used during the calendar year or converted to the Reserve Bank will be forfeited. No payouts will be provided for unused PTO time at the end of the year.

10. Separation of Employment

10.1. *Involuntary Termination* - Employees who are involuntarily terminated from employment for any reason are not eligible for and will not receive a payout for any unused PTO time or Reserve Bank time. Any unused PTO time or Reserve Bank time existing at the time of termination will be forfeited.

10.2. *Voluntary Termination* - Employees who voluntarily resign or are voluntarily terminated from employment in good standing will receive a pay out of PTO time in accordance with the schedule below. Any unused PTO time in excess of the below percentages will not be paid out and will be forfeited. Employees with ten (10) years or more of service at the time of their voluntary termination are also eligible to receive 10% of their unused Reserve Bank time in existence as of the date of separation. Employees with less than ten (10) years of service at the time of separation are not eligible for a payout of Reserve Bank time, and any Reserve Bank time remaining at separation will be forfeited.

10.2.1. Quarter 1	January 1st- March 31st	25%
10.2.2. Quarter 2	April 1st- June 30th	50%
10.2.3. Quarter 3	July 1st- September 30th	75%
10.2.4. Quarter 4	October 1st- December 31st	100%

11. Borrowed Leave

11.1. PTO time may not be taken if an employee does not have sufficient accrued PTO time at the time of usage. PTO time may not be borrowed in advance from subsequent years. Additionally, employees may not share or borrow PTO time with other employees.

Civilian Fire PTO Procedures

Time off Table:

Civilian Fire PTO		
Years	PTO	Sick
1/1-6/30	160	Up to 480
7/1-12/31	80	Up to 480
1	200	Up to 480
2	200	Up to 480
3	204	Up to 480
4	204	Up to 480
5	204	Up to 480
6	208	Up to 480
7	216	Up to 480
8	224	Up to 480
9	232	Up to 480
10	240	Up to 480
11	248	Up to 480
12	256	Up to 480
13	264	Up to 480
14	272	Up to 480
15	280	Up to 480
16	288	Up to 480
17	296	Up to 480
18	304	Up to 480
19	312	Up to 480
20	320	Up to 480

1. PTO is available to be used after 90 days of employment. Employees may not use PTO time until after completion of their initial 90 calendar days of employment. PTO time may be used for a variety of reasons, including personal days, vacation, and personal illness. PTO time will be paid at the employee’s regular rate of pay earned at the time the PTO is used, excluding any amounts earned for overtime, bonuses, incentives, etc. Employees must schedule PTO in advance with the Department Head (Fire Chief), unless using PTO for unexpected illness. In general, employees should seek approval for planned absences at least thirty (30) days in advance. PTO requests will be granted to the extent feasible, depending on staffing and business needs.
2. Civilian Fire Employees are expected to put a RDO, in 14 calendar days in advance. All RDO from 40-hour civilian staff are to be submitted to the Department Head (Fire Chief). Civilian Fire Staff. Civilian Fire Staff may not take more than 21 consecutive workdays off in a row.

3. Civilian Fire Staff are the following: Fire Chief, Deputy Chief/Fire Inspector, Division Chief of EMS, Division Chief of Fire Training, Health & Safety, EMS Captain/Training Officer, Fire/EMS Administrative Assistant

4. Civilian Fire Employees have the following holidays included in their PTO balances.
 - 4.1. Birthday
 - 4.2. Floating Holiday 1
 - 4.3. Floating Holiday 2
 - 4.4. Martin Luther King Day
 - 4.5. Presidents Day
 - 4.6. Good Friday
 - 4.7. Juneteenth
 - 4.8. Columbus Day
 - 4.9. Veteran's Day
 - 4.10. Black Friday

5. Civilian Employees will be paid for the following holidays in accordance with the Holiday Schedule.
 - 5.1. New Years Day—mandatory day off for civilian fire staff
 - 5.2. Memorial Day—mandatory day off for civilian fire staff
 - 5.3. July 4th—mandatory day off for civilian fire staff
 - 5.4. Labor Day—mandatory day off for civilian fire staff
 - 5.5. Thanksgiving—mandatory day off for civilian fire staff
 - 5.6. Christmas Eve—mandatory day off for civilian fire staff
 - 5.7. Christmas—mandatory day off for civilian fire staff
 - 5.8. New Year's Eve—mandatory day off for civilian fire staff

Career Fire PTO Procedures

Career Fire PTO Totals			
Years	PTO	Sick	Reserved Sick
1/1-6/30	240	120	
7/1-9/30	120	60	
10/1-12/31	0	0	
1	264	120	Up to 552
2	264	120	Up to 552
3	264	120	Up to 552
4	264	120	Up to 552
5	312	120	Up to 552
6	312	120	Up to 552
7	312	120	Up to 552
8	312	120	Up to 552
9	312	120	Up to 552
10	336	120	Up to 552
11	336	120	Up to 552
12	336	120	Up to 552
13	336	120	Up to 552
14	336	120	Up to 552
15	360	120	Up to 552
16	384	120	Up to 552
17	384	120	Up to 552
18	408	120	Up to 552
19	408	120	Up to 552
20	432	120	Up to 552

RDO Procedure

1. On a date TBD annually in November Staff will begin the Seniority Vacation draw for the following calendar year. This will be organized by each individual District Chief.
2. The process will begin with the most senior shift person submitting his/her paid time off request and continue, based on seniority, until all shift personnel have had the opportunity to make their request.
3. Staff may schedule up to 100% of their paid time off during the seniority bid. Staff are expected to schedule a minimum of 50% of their PTO time at the vacation bid draw. Staff is encouraged to schedule 75% of their time.
4. Requests must be for a minimum of 12-hour shifts.
5. Staff will not be allowed to make changes to their request (add or delete

-
- days) until the process has been completed by all members on shift. This means the DC shall allow the vacation bid document to go through the whole shift
6. The process is complete when the lowest shift seniority member for that shift has made their request.
 7. It is the responsibility of Individual Employee to then put in their RDO in the following:
 - 7.1. Aladtec Scheduling Program
 - 7.2. Novatime—time clock software
 - 7.3. This must be done after January 1, in accordance with the Provider Unit’s Direction based on the timeclock software used
 8. Non-Seniority Paid Time Off.
 - 8.1. Once the seniority paid time off/vacation draw process has been completed, staff will have the opportunity to schedule any paid time off they have earned, based on availability, on a first come first served basis.
 - 8.2. These requests will not be subject to seniority unless duplicate requests are submitted on the same day. Once a day has been requested an employee with more seniority can’t “bump” someone’s vacation day.
 - 8.2.1. This is a reminder of the importance of the Aladtec system and the novatime system. The aladtec system stamps and tracks when a request is made. If 2 employees make the request on the same day, the time stamp in the aladtec system will be used to verify who requested first.
 - 8.3. RDO—must be submitted 30 days prior to the RDO
 - 8.3.1. Requests less than 30 days may require trade time, or trade time with the Territory. Trade time with the Territory must be approved by the Chief or his/her designee.
 - 8.3.2. The Chief or his/her designee may deny any requests less than 30 days prior to the scheduled shift that is requested off.
 9. Personal Time
 - 9.1. Personal Time is allowed to be used in amounts of 12.25 hours. Personal Time is intended to be used for unexpected, or unplanned events. Personal Time is not intended to be used for “vacation time”. Personal Time is deducted from the employee's PTO balance. Employees may be able to use up to 49 hours of PTO for “Personal Time/Personal Reasons”. These hours are intended to be used for unplanned time off, that is less than 30 days out. Anything less than 12.25 hours must be trade time.
 10. It is the responsibility of the employee to know their PTO Totals and ensure they do not exceed, or request over their earned time off.

Career Holidays

1. Staff required to work on certain Holidays, as listed below, will be paid time and a half for that shift. Holiday Pay will run from midnight to midnight for the 24-hour period of the holiday.

2. The following Holidays will be honored for receiving time and a half pay. Additionally, the Holiday's listed below will be honored on the actual Holiday and may not coincide with the dates listed on the City of New Haven Holiday Schedule.
 - 2.1. New Year's Eve Day (December 31st)
 - 2.2. Easter Sunday (varies)
 - 2.3. Memorial Day (Varies)
 - 2.4. Independence Day (July 4th)
 - 2.5. Labor Day (Varies)
 - 2.6. Thanksgiving Day (Varies)
 - 2.7. Christmas Eve Day (December 24th)
 - 2.8. Christmas Day (December 25th)
 - 2.9. The above Holidays of 2.1 – 2.8 will also be paid at the overtime rate for all part-time staff also

3. The above listed Holidays are only allowed 1 career staff shift person off per Holiday. The above listed 8 Holidays can be used as Trade-Time, however, Trade-Time null and voids the Over-Time Pay. When a career staff person uses a RDO for a Holiday, they can only use a vacation day bid for 1 Holiday, until the entire shift has completed the vacation time bid draw. The Shift District Chief shall allow the vacation bid draw sheet to go down the seniority line a 2nd time if needed, to allow the staff the ability to use an RDO for a Holiday, if available, based on the seniority order.

**EAST CENTRAL
FIRE AND EMS PROTECTION TERRITORY**

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January 8th, 2026

Territory Board Members,

Requesting the approval of policy 1.28 Medical Absence. The areas highlighted and underlined are the updates, specifically 1.1.5/

Sincerely,

Joshua Hale—Chief of Fire & EMS

1.28 Medical Absence

Purpose:

To establish a uniform procedure for reporting absences due to medical conditions and the requirements to return to full duty.

Procedure:

1. Short-Term Sick Leave

1.1. While on paid sick leave, an employee may not work for any other employer or work in a self-employed capacity.

1.1.1. Each absence must be reported to the District Chief by calling 493-7500 at a minimum 2 hours prior to an employee's regular reporting time. If DC unavailable the Fire Chief must be notified.

1.1.2. Text Messages, Voicemails, and Emails will not be accepted as notification of a medical absence.

1.1.2.1. When the employee is unable to call themselves, someone else may call on their behalf as soon as possible.

1.1.3. An employee calling in sick before 0700 hours of their scheduled workday will be considered sick for the entire shift. If an employee goes home sick after 0700 hours, their absence will consist of the remaining shift day. (Example: An employee leaving work sick at 1200 hours will be considered sick for 19 hours.)

1.1.4. Any employee who calls off on a holiday or on their scheduled workday prior to or following scheduled vacation time will be required to provide a doctor's note prior to returning to work. (Employees expense)

1.1.5. The Fire Chief authorizes any Chief to reserve the right to request a Doctor's note from any employee should they suspect possible abuse of the sick policy. (Employee Expense)

1.1.6. Anytime an employee exceeds 5 sick days per calendar year they must contact HR for clarification on the process to access their reserve bank.

1.1.7. An Employee who is off due to Sick call in is in-eligible to utilize an East Central Command Vehicle for 24 hours following the call in.

1.1.8. A request for leave needs to be completed in the time keeping system every time an employee returns to work following an absence from work due to an illness or injury. For example, if an employee called in sick, they must request the amount of sick time at their next regularly scheduled shift.

1.2. Absence Reporting for 40-hour Personnel

1.2.1. Absence must be reported to the Fire Chief a minimum of 2 hours prior to an employee's regular reporting time.

1.2.1.1. When the employee is unable to call themselves, someone else may call on their behalf.

1.3. Return to Full-Duty Requirements

1.3.1. Employees in the Operations Division must submit a Physician signed RTW form for any absence beyond a 24-hour period prior to the start of their first shift back to work.

1.3.2. Forty-hour personnel must submit a Physicians signed RTW form if an absence extends beyond 2 consecutive business days..

1.3.3. The employee may return to full duty when they have been released, without restrictions, by the attending physician.

1.3.4. The employee must submit a signed Physicians release form, completed by the attending physician, when reporting on their first day back to work to verify that they can return to full duty. The note must meet the following criteria:

1.3.4.1. It must be signed by the attending physician/physician's assistant/nurse practitioner.

1.3.4.2. It must state the employee can return to duty without restrictions.

2. Long-Term Sick Absence

2.1. Initial reporting of any absence extending beyond the criteria established for short-term sick leave must be reported to the Fire Chief and Human Resources via email.

2.1.1. Documentation indicating the employee is under a physician's care must be submitted electronically or through the inter-office mail.

2.1.1.1. It must state the inability to work or any applicable restrictions.

2.1.1.2. Information from the physician will be used to determine if the employee is recorded as a long-term absence, sick, or on alternate duty status.

2.1.2. Once the absence is reported to the Fire Administration, there is no need for the employee to contact the District Chief or other supervisor daily.

2.2. Continual reporting is required for the duration of long-term sick absence regardless of on- duty or off-duty injury/illness. The employee must contact the Fire Administration

after each physician's appointment to provide an updated restriction sheet and date of their next appointment.

2.2.1. Outside employment is restricted during medical absence.

2.2.2. If the part-time employment is determined to interfere with rehabilitation, the Fire Chief may prohibit the individual from working for the period recommended by the attending physicians.

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January 8th, 2026

Territory Board Members,

Requesting the approval of policy 1.40 Training. The areas highlighted and underlined are the updates, specifically training paid for staff.

Sincerely,

Joshua Hale—Chief of Fire & EMS

1-40 TRAINING, TRAVEL AND DETAIL TIME

PURPOSE

- The Department recognizes the need to ensure all employees are properly trained for their assigned job duties. Federal and state laws require certain amounts of training hours to maintain licenses and certifications (hereinafter referred to as “mandatory training”). Continuing education is also necessary to develop employees in preparation for leadership positions within the Department.
- This policy will provide for the guidelines in which mandatory training and continuing education will be provided. Tuition assistance and detailed time are independent matters and are handled separately. The Chief Officer responsible or Division Head shall have the option of approving one, both, or neither request.

DEFINITIONS

Continuing education- any continuing education, instruction, or practice intended to further an employee’s skill and knowledge regarding a topic.

Mandatory training- continuing education required to maintain a license, certification, or Department qualification which is required for the employee’s current assignment. All attempts will be made to allow tuition, assistance and training time for mandatory training not otherwise provided by the Department.

Tuition- the charge or fee for instruction for a program, school, conference, class or seminar offered by an approved institution.

1-40.1 TUITION ASSISTANCE

- The Department may provide tuition assistance in the form of direct payment or reimbursement for certain training opportunities subject to this policy's terms.
- Tuition assistance is divided into two categories 1) mandatory training; 2) continuing education
- Tuition assistance will not be provided for mandatory training accessible to the employee through the Department’s Training Division in a time frame that coincides with recertification and licensing dates.
- Mandatory continuing education, if not available from the Department in a timely manner will, in most cases, be automatically approved.
- Tuition assistance for continuing education will be provided only as allowed within the Department’s budgetary restrictions. Requests will be reviewed by the employees’ supervisor and shall be forwarded to the Training Chief for final approval. Approval of requests will be on a first-come, first-served basis and shall be determined at the discretion of the Training Chief.
- To be eligible for tuition assistance, classes, schools, conferences, seminars, or meetings are to be job related **and** specific to the job duties currently performed by the employee so that knowledge learned may be used on the job. Greater consideration will be given to train-the-trainer courses and requests that include a commitment from the employee to conduct a formal training session for the Department on the knowledge gained.
- College courses may be eligible for tuition assistance if specifically applicable to major or minor degrees related to fire and/or EMS specialties. General education classes will not be approved.

- Participants must finish the course with a passing score and shall provide proof of passing to the Training Chief. In addition to providing proof of passing, the employee shall conduct a written or verbal debrief to the Training Chief summarizing the training material gained in the class. The Training Chief will determine if the material should be presented in a training session to all or a portion of the Department.
- All participants must complete a tuition request form and an assignment of wages in favor of the Department at least thirty (30) calendar days before the class start date. The Division Head will then review the request and either approve or deny it. Any request above \$350.00 shall be forwarded to the Fire Chief for consideration.
- Tuition will be paid directly to the institution conducting the class, school, conference, or seminar. If the employee is paying tuition directly and requests reimbursement from the Department, reimbursement will not be provided until class completion. Proof of tuition payment and proof of successful class completion shall be provided with the request for reimbursement.
- Should any participating employee: 1) fail to complete the course; 2) fail to pass the course; or 3) terminate employment with the Department prior to (1) year after completing the course, the following steps shall be taken for full reimbursement of the expenses to the Department. The employee will have up to one (1) year from the date of the first failure to pass to retake and pass the course at the employee's own expense before steps for reimbursement are taken. The employee must provide the Training Chief or Division Head with the intention of the employee's intent to retake the class with estimated class dates. Failure to provide such an intent within thirty (30) days of failure to complete or pass shall trigger the requirement to reimburse the Department.
 - Full reimbursement of the tuition paid will be due and payable ten (10) days following any of the above occurrences.
 - If, after ten (10) days, full reimbursement has not been made to the Department, the amount due will be deducted from wages or other amounts payable to the employee.
 - If the amount due is larger than the amount payable at that time, the balance will be due thirty (30) days following the event, giving rise to the obligation to reimburse the Department.
 - If, after the thirty (30) day period, the balance remains unpaid, the amount may be withheld from future amounts payable to the employee, or a claim may be pursued in small court claims. The employee shall also be responsible for all court costs and the attorney's fees incurred.
- The Fire Chief or the Chief's designee may propose the distribution of wage assignment payroll deductions over a one (1) year period. Such an arrangement shall be forwarded to the Provider Unit Internal Controls Committee.

1-40.2 TRAVEL REIMBURSEMENT

- Department funds may be used for training or business travel in accordance with the following policy and the tuition assistance policy. If tuition assistance is requested along with travel assistance, the request for tuition assistance must be approved first and accompany the travel assistance request.
- It is the duty of the Training Officer, Division Chief of EMS, or Fire Chief to ensure that the travel and training complies with the requirements of this policy. When there is deemed to be abuse of travel or training funds, the issue shall be forwarded to the Provider Unit's Internal Controls Committee in accordance with the Provider Unit's Internal Control Policy.

- All employees shall make reasonable attempts to procure the most economical and cost-effective rates available which are appropriate for the travel situation and respectful of the use of public funds. Travel status should not start prior to, or end after, the normally required periods of time necessary to complete the official Department business.
- The term "event" shall include training, education, certification, licensing, conference, seminar, or meeting which provides valuable information to the attendee that is relevant to his or her employment with the Department.

1-40.3 MILEAGE, PARKING, AND TOLLS

- When a personal vehicle is used for Department business travel purposes, Department funds may be expended for mileage at the rate established by the Indiana SBOA allowable mileage rates.
- Department funds may be used for parking and toll fees incurred during the performance of Department business.
- Department funds may be used for valet parking only if valet parking is less costly, more efficient, and/or safer than other available alternatives.

1-40.4 AIR TRAVEL

- Department funds may be used for the least expensive class of airline tickets available for travel that has been pre-approved by the Training Officer, Division Chief of EMS, Fire Chief or his/her designee.
- Department funds may be used to transport a department employee to the airport.
- The Training Officer shall review all airfare quotes to ensure the most economical airfare based on travel needs.

1-40.5 VEHICLE RENTAL

- Department funds may be used for vehicle rental expenses, including collision and/or liability damage waiver insurance, when suitable local public transportation is not available.
- Department funds may not be used for rental expenses accumulated for personal travel.
- Employees should use the most economical ground transportation available, including free hotel shuttles. As a guide, rental cars should be used when the associated cost is less than taxi fare.
- Department funds may not be used for a vehicle larger than a full-sized vehicle. Luxury cars are prohibited unless an upgrade is available at no extra charge.
- When traveling in groups, there shall be one (1) vehicle per (4) people. Exceptions may be made when Cargo makes this impractical. In such cases, all attempts should be made to minimize the costs of vehicle rental.
- Employees should refuel cars prior to their return (rental car fueling options tend to be expensive).
- In the event of an accident, employees must do the following:
 - Remain at the scene, notify the authorities, wait for them to arrive, and file a report.
 - Get the other driver's information, make a diagram, and take photographs of all sides of both cars, and the occupants of the other vehicle, if a camera is available.
 - Never volunteer too much information or admit guilt,
 - Prepare a written narrative for insurance purposes

1-40.6 EXCEPTIONS TO THE TRAVEL POLICY

- Employees with unusual circumstances or who are requesting exceptions to this travel policy shall request approval from the Fire Chief or Chief's designer.
- Exceptions to this travel policy must be requested at least thirty calendar days before the date of the intended departure.

1-40.7 MEAL ALLOWANCE

- Expenditure of Department funds for meals during business travel are limited to Sixty Dollars (\$60.00) per day (plus tax). Gratuities are the responsibility of the employee
- All meal allowances may be subject to review.
- Department funds shall not be used for meals when business travel is within Allen County.
- Employees with unusual circumstances or who are requesting exceptions to the meal allowance policy shall request approval from the Fire Chief or Chief's designer at least thirty (30) calendar days prior to the date of intended departure.

LODGING

- Use of Department funds for lodging up to One Hundred Ninety-Nine Dollars (\$199) plus tax per night is permitted for events occurring more than one hundred (100) miles from the Territory's service area.
- Department funds shall not be used for upgrades in lodging. If accommodation is shared by people not employed by the Department:
- Department funds may be used to pay only that portion of the hotel bill equal to the total cost divided by the number of occupants, or the single occupancy room rate may be claimed.
- In all cases, the employee shall request the hotel staff record the payments and/or single occupancy room rate on the hotel bill.
- Employees shall request prior approval for any overnight stay from the Training Officer, Division Chief of EMS, or Fire Chief at least thirty (30) calendar days in advance.

OUT-OF-STATE TRAVEL

- All out-of-state travel requests shall be submitted to the Fire Chief or the Chief's Designee and require prior approval of at least 30 (thirty) calendar days in advance.
- The following information, when available, should be included with any request for you of state travel:
 - Travel dates
 - Agenda; and
 - Estimated expenses.
- Approval will not be given if equivalent training and educational opportunities are available in Indiana.

USE OF BENEFIT TIME IN CONJUNCTION WITH BUSINESS TRAVEL

- While the primary purpose of travel must be Department business, approval may be granted to make a trip wherein personal, or vacation time and business travel are merged.
- If the travel costs increase due to the personal or vacation time, then the employee is responsible for payment of any additional expenses charged.
- If personal or vacation leave is combined with any business trip, Department funds may not be used for the lodging for the extra days of travel.

RECORDKEEPING AND CLAIM SUBMISSION

- All employees must obtain advance authorization from the Training Officer, Division Chief of EMS, Fire Chief or Chief's designer before planning or embarking on business travel.
- It shall be the duty of the Fire Chief and Training Officer, or Division Chief of EMS, to monitor their department's compliance with all areas of this policy, including proper documentation as required.
- **ALCOHOLIC BEVERAGE PURCHASES PROHIBITED**
- The use of Meal Allowance, per diem, Lodging allowances or any other Department funds for the purchase of alcoholic beverages is prohibited. Any Claim Submission that includes alcoholic beverages shall be removed from the total claim eligible for reimbursement. Any amount advanced by the Department

- and used for the purchase of alcoholic beverages shall be reimbursed to the Department by the employee requesting the advance.
- In order for expenses incurred for event travel to be paid with Department funds, the following must be submitted:
 - A claim explanation/reimbursement form.
 - Original, unaltered, itemized receipts documenting all expenses.
 - Proof of attendance in the form of the conference agenda or certificate of completion.
 - Documentation reflecting the distance of the Event from the Territory's service area if requesting reimbursement for lodging; and
 - A full and complete request for reimbursement form if requesting reimbursement for mileage.

RECOVERY OF EXPENSES ERRONEOUSLY PAID

- The Department may recover any expense or allowance paid to any employee or Territory Board member or entity which was paid due to error, illegality, or fraud within a reasonable time after its discovery or within the applicable statute of limitations. Erroneously paid amounts may be deducted from payroll distributions.
- The department reserves the right to seek reimbursement for any trainings prepaid by the department for which the employee fails to attend. This repayment will be deducted in full via payroll deduction.

TRAINING TIME

- Training time is defined as time worked while away from the employee's typical assignment. This time will be documented in the Department's scheduling software as time worked and identified on the schedule as training time. An employee detailed to a class or program is responsible for reporting back to their normal assignment if the event is cancelled, postponed, or shortened. Failure to return to work from an assigned detail within the pre-approved time without notifying the on-duty District Chief shall be considered absence without leave (AWOL) and subject to discipline.
- Consistent with tuition assistance, detailed time will be divided into three categories 1) mandatory training; 2) continuing education 3) Instructor/Evaluator
- Training Time and allowable travel time will not be provided for mandatory training accessible to the employee through the Department's Training Division in a time frame that coincides with recertification and licensing dates.
- Training time for continuing education will be provided only as allowed within scheduling restrictions.
- Requests will be reviewed on a first-come, first-served basis.
- Personnel can be detailed to programs required for certification or future Department promotional processes. Before being considered, the employee shall first request approval from their District Chief to assure the shift is above minimum staffing for the day (or portion of the day) in question.
- If the employee's absence causes a below-minimum staffing situation, the detail assignment will not be approved. A final review of all requests will be conducted by the Training Officer and approved or denied at the Training Officer's discretion based upon the needs of the Department.
- The Department has the responsibility of assigning personnel to a forty (40) hour week for specific duties which are beneficial to the Department.
- The following is a list of programs, courses, or conferences, by category, that may be approved for training time, which includes approved training time for part-time staff:
 - Mandatory Training:
 - Paramedic Refresher
 - EMT in-service
 - ACLS (Advanced Cardiac Life Support)
 - BLS Healthcare Provider CPR

Mandatory Training Definition—training that is required/mandatory to maintain employment and certification. Mandatory training does not mean overtime pay

Continuing Education:

- Paramedic
- Driver operator pumper and aerial
- Emergency Vehicle Operations Course (EVOC)
- NFPA Instructor I
- NFPA Safety Officer
- NFPA Fire Officer I
- College Level Building Construction
- Fire Officer Strategy and Tactics (FOST)
- Vehicle machinery operations and technician
- Structural collapse
- NFPA Fire Officer II and III
- NFPA Inspector I and II
- NFPA Investigator I
- Primary Instructor
- Hazardous Materials Operations and Technician
- AMLS (advanced medical life support)
- PHTLS (prehospital trauma life support)
- EPC (emergency pediatric care)
- Other fire department or emergency services conferences, courses, or programs approved by the Training Officer or Division Chief of EMS, or Fire Chief
- National Fire Academy Courses will be considered on a case-by-case basis. The employee will need to provide a written request showing the amount of training time needed, class syllabus, relation to current duties, benefits to the Department, and commitment to providing a presentation to Department members covering knowledge gained.
- In addition to educational programs, Department personnel may be detailed for apparatus inspection trips.

Obtaining training time and the Department's funding of a member's participation in a function are two separate issues. A member must submit a request for training time off to their District Chief, if an employee is part-time, they must submit the request to the Training Officer or Division Chief of EMS. A separate request for the Department to fund a member's participation in a class or program must be submitted to the Training Chief or Division Chief of EMS.

The Battalion Chief, Training Chief, Division Chief of EMS, or Fire Chief shall have the discretion to accept training and detail requests on short notice when deemed appropriate. Any questions regarding this policy should be directed to the Chief Officer.

TRAINING PAID FOR STAFF

- Part-Time Staff—part time staff are strongly encouraged to attend department trainings. Part-time staff will only be compensated at straight rate when they are mandated to attend a training, or a specific training is required by East Central for continued employment.
- Part-time employees who work full-time for another fire service will not be eligible for training funds through East Central, however they are eligible for assistance with transportation, room and board when attending with other East Central members.

- Part-time employees must have a minimum of 2 years of service with East Central before being eligible for class reimbursement. All advanced level class acceptance will be based on each individual's departmental participation and experience level.
- Part-Time Staff—will not receive overtime or time 1 1/2, unless they have exceeded hours in a pay period as defined by FLSA rules.
- All full-time members will have \$750.00- and 48-hours' time off training allotment which may be utilized for Fire/Ems education. Additional funding and hours may be available to a member with Chiefs approval.
- Career Staff Regular Pay—Career Staff will be paid their normal hourly rate any time they attend a class on their duty day. Travel time will be included as hours worked. Transportation will be provided when available. Career Staff are expected to clock in and clock out when possible. When an employee is unable to clock in/clock out, they must complete a time adjustment form and turn that into their respective District Chief or Supervisor.
- Employees will not be paid for training that is paid for by the department on their non duty days unless the training is mandated by the department. Transportation will be provided when available.
- Career Staff Overtime Pay or Time and half 1 ½ for certain training situations, which include, but are not limited to:
 - Mandated Training by the Fire Chief, which may include a specialty training needed for our community, such as Hazmat, River Rescue, or other specialty training our organization is seeking to start.
 - Instructing or Evaluating Fire Classes of duty
 - Instructing or Leading Department Training off duty
 - Instructing or Evaluating EMS skills off duty.
 - Instructing or Evaluating EMS Card Classes off duty such as PALS, PEPP, BTLS, CPR, etc.
- Career staff members who attend a (40 hour) weeklong training course will be compensated their normal pay on their duty days and allowed the time off work with class approval. The additional 8 hours will be allotted as travel time.
- When attending a 40-hour training class only the training hours in which class is attended on your duty days will be subtracted from your 48-hour allotment.
- Room/ Flight / Meals are not considered as part of a member's \$750.00 training allowance.

FIRE CHIEF TRAINING

- The Fire Chief, as the Department Head, is expected to request any training outside of Allen County during normal business hours to be approved by the Board at least 30 days in advance at a normally scheduled Territory Board Meeting.
- There will be opportunities that are equally as valuable as training and may be necessary for networking and leadership growth/development they may include
 - IFCA—Legislative Day
 - Monthly Fire or EMS Board Meetings
 - Indiana Fire Inspectors Association
 - Indiana Fire Chief's Association Meetings
 - IAAI—Indiana Association Meetings
 - IFCA—Meeting and Track Day
 - Unique or special circumstances that do not allow 30 days' notice, an email or phone call to the Chairperson or Vice Chairperson is expected

EAST CENTRAL

FIRE AND EMS PROTECTION TERRITORY

STATION 1 – 420 BROADWAY ST | NEW HAVEN

STATION 2 – 4625 E PAULDING RD | ADAMS TOWNSHIP

STATION 3 – 910 HARTZELL RD | NEW HAVEN

STATION 4 – 22731 MAIN ST | WOODBURN

STATION 5 – 17022 WOODBURN RD | MILAN TOWNSHIP



January 8th, 2026

Territory Board Members,

Requesting the approval of policy 1.41 Part-Time Staff. The areas highlighted and underlined are the updates, specifically 4.2.2.

Sincerely,

Joshua Hale—Chief of Fire & EMS

1.41 Part-Time Staff

Purpose:

Establish procedure for Part-Time Staff, to include hiring procedures, allowable/available hours to work, minimum training hours, general expectations for part-time staff.

Procedure:

1. Hiring Process

1.1. Part-Time Staff will be eligible for hire, as the Chief of the Department deems necessary to maintain adequate staffing for the needs of operations.

1.1.1. This includes Staffing:

1.1.1.1. 1—position on an ambulance 24/7—365

1.1.1.2. 1—position on Engine 11 24 hours per day on A-shift and C-Shift

1.1.1.3. To ensure minimum staffing at Station # 5

1.1.1.4. To staff any PR events that require additional staffing if volunteer staff are unavailable to fill the need.

1.1.1.5. All openings for vacation time, training time, and sick time

1.1.1.6. Part-Time Staff can respond from home for the following:

1.1.1.6—1 Working Fires

1.1.1.6—2 When 3 or more EMS units are out on runs.

1.1.1.6—3 When tones are set for “extra manpower.”

1.1.1.6—4 When 1 Engine Crew is on a mutual aid run.

1.1.1.7. Part-Time Staff must meet the following requirements.

1.1.1.7.1 NFPA Firefighter I & II for all FF Positions

1.1.1.7.2 Haz-Mat Ops & Awareness for all FF Positions

1.1.1.7.3 EMR, EMT-B, or enrolled in an EMT Class for FF Positions

1.1.1.7.4 Paramedic, EMT-Advanced, EMT-Basic for EMS only

1.1.1.7.5 Must be 18 years of age, HS Diploma or GED.

1.1.1.7.6 Must have an Indiana Driver’s License

1.1.1.7.7 Must not have any Felony Convictions

1.1.1.7.8 If a Paramedic must complete a Mega-Code prior to being released with the Medical Director or his/her designee

1.1.1.7.9 If an EMT or EMR must complete a skills assessment with the Division Chief of EMS or his/her designee

1.1.2. Part-Time Staff shall work a minimum of 24 hours per month.

1.1.3. Part-Time Staff shall not exceed an average of 30 hours per week.

1.1.4. Part-Time Staff shall not exceed 130 hours per month.

1.1.5. Part-Time Staff shall not exceed 1560 hours per year based on the dates from November 1st to October 31st annually.

1.1.6. Part-Time Staff **CAN NOT** trade time with a career staff employee.

Updated 1/8/2026

- 1.1.7. Part-Time Staff shall operate and conduct themselves as if they are a career staff employee, and shall have authority to stop any unsafe acts, or immoral conduct.
- 1.2. Part-Time Staff Shall be hired after completing the hiring process.
 - 1.2.1. Physical Agility Test must be completed prior to hire for any Firefighter certified applicants.
 - 1.2.2. Acrophobia and Claustrophobia Tests must be completed prior to hire for FIRE.
 - 1.2.3. GED test must be completed.
 - 1.2.4. Interview with a minimum of 2 staff members is required.
 - 1.2.5. Territory Board must confirm all hires at monthly meeting.
 - 1.2.6. The chief is responsible for payroll authorization form and turning into HR.
2. Provider Unit Human Resources Responsibility
 - 2.1. Once the Fire Chief has completed all steps relating to Part-Time Hiring Process the application packet will be turned over to the Human Resources Department
 - 2.1.1. Human Resources completes the tax forms necessary for hire.
 - 2.1.2. Human Resources arranges a meeting with the applicant and informs applicant to bring necessary banking information to set-up direct deposit authorization.
 - 2.1.3. Once the steps for HR have been completed HR turns necessary paperwork over to the Provider Unit's Payroll Department to be set-up in the Nova-Time and BS&A software programs.
 - 2.2. Once the packet has been handed over to the Payroll Department the Chief's Office will be notified to have part-time employee start day 1
 - 2.2.1. The Shift DC at Orientation will be responsible for giving the part-time employee the following.
 - 2.2.1.1 Orientation Packet
 - 2.2.1.2 Aladtec Login
 - 2.2.1.3 Key Fob for building access
 - 2.2.1.4 Voluntary Kitchen Fund Authorization Form
 - 2.2.1.5 UKG ID # and steps for utilizing the time-clock
3. Training Expectations
 - 3.1. All Part-Time Staff are expected to maintain all certifications from application throughout employment.
 - 3.2. Dual Certified Fire and EMS Staff must train a minimum of 8 hours per month or:
 - 3.2.1. If working at another Fire/EMS agency provide 8 hours of documented training per month in addition to the following:
 - 3.2.1.1 Attend annual SCBA Training at East Central
 - 3.2.1.2 Must attend annual CPR training or provide card copy annually.
 - 3.2.1.3 Must obtain annual FIT Test if Firefighter Certified, or provide a Scott Mast Fit Test Certification that must be approved by the Division Chief of Training, Health & Safety.

Updated 1/8/2026

- 3.2.1.4 Must attend annual SCBA Confidence Training at East Central or the location provided by East Central
- 3.2.1.4 Must attend annual Hazmat Refresher at East Central or provide 8 hours of annual hazmat training at a Fire/EMS Department approved by the Division Chief of Training, Health & Safety.
- 3.2.2. If a Part-Time Staff Member is an EMS only Certified individual with no fire training, you must attend a minimum of 4 hours of EMS training per month.
 - 3.2.2.1 If EMS only part-time staff member works at another agency, they may provide documentation for the month from an additional organization to count towards their monthly requirement of 4 hours. This must be approved by the EMS Captain
- 3.2.3. If a Part-Time Staff Member is a Firefighter only Certified individual with no EMS Certifications, you must attend a minimum of 4 hours of Fire training per month.
 - 3.2.3.1 If Fire certified only part-time staff member works at another agency, they may provide documentation for the month from an additional organization to count towards their monthly requirement of 4 hours. This must be approved by the Division Chief of Training, Health & Safety.
- 3.2.4. Part-Time Staff Members are permitted to attend any weekly scheduled training outside of their normally scheduled shifts if the training time does not exceed the allowed 30 hours per week. Part-Time Staff off-duty training will be compensated at their normal hourly rate.
- 3.2.5. Part-Time Staff, who are certified Instructors, may be compensated at their normally hourly rate for instructing classes, proctoring tests, evaluating skills, or participating in PR events, Fire prevention Details, or other training as needed by the Chief's Office.
- 3.2.6. Part-Time Staff who are approved by the Division Chief of EMS may participate in special details, such as Komet Games, Sporting Events, or other medically staffed events. The Division Chief of EMS is responsible for notifying part-time staff of the arrangements for pay based on the event.

4. Shifts Expectations

4.1. Must work a minimum of 24 hours per month.

- 4.1.1. The Chief and/or his/her designee may allow an average of 24 hours per month based on vacation or other commitments.
- 4.1.2. Sick Call-in must be made to the DC on duty with as much notice as possible.
 - 4.1.2.1—contact the DC at 260-493-7500 Extension # 4
- 4.1.3. Two or more no call/no show in a 30-day period may result in immediate termination.
- 4.1.4. Part-Time Staff are expected to stay on duty until relieved by another part-timer or allowed to the leave by the Shift Officer or Acting Officer
- 4.1.5. Normal Hours of Work are 0630-1830, 1830-0630, 0630-0630
 - 4.1.5.1 Part-Time Staff often work at multiple agencies, come from another public safety agency, which may require the alteration of the normal schedule. Every effort will be made to support our staff, communication with the Shift Supervisor, and the scheduling software is important. East Central Fire & EMS will make every effort to support part-time staff who appropriately communicate and adjustments or needs necessary to accommodate the safety or our staff.
 - 4.1.5.2 Part-Time Employees **are not** expected to work the 24.25-hour schedule and full-time staff are expected to work.
 - 4.1.5.3 Two or more no call/no show in a 30-day period may result in immediate termination. Must be documented by the officer and sent to the Chief.
 - 4.1.5.4 Three Documented tardy's in a 30-day period may result in immediate termination. Must be documented by the on-duty or acting officer and given to the Chief.
 - 4.1.6.5 Leaving prior to relief arrival may be documented and treated as being tardy.

4.2. Call of or Change of Time

- 4.2.1 If an employee must change their schedule, any changes less than 14 days out must be filled by the part-time employee.
- 4.2.2 Any part-time member that accrues 5 sick call-offs over a rolling 12-month period may be in violation of policy 1.38 Group II rules. Section 3.1-excessive sick time. Allowing discipline up to and including termination.

4.3. Operating Assignments

- 4.3.1 Paramedic—Must be approved by Medical Director
- 4.3.2 EMT—Must be approved by Division Chief of EMS, for Advanced or Basic

Updated 1/8/2026

- 4.3.3 Firefighter/EMT—Must be approved/signed off by Division Chief of EMS, and 2 District Chief's
- 4.3.4 Firefighter—Must be approved/signed off by 1—District Chief and maintain operations on that shift. If desired to ride on multiple shifts, must ride as a 5th person and be approved/signed off by the District Chief of that specific shift. A firefighter-only certified person should only work at the Hartzell Road Station, assigned to the Engine. Firefighter only certified person(s) may work at the Woodburn Road Station under extreme conditions and must be approved prior by the Chief.
- 4.3.5 Inspector—this person must be approved by the Fire Marshall & Chief
- 4.3.6 SCBA Technician—this person must be approved by the Chief or his/her designee
- 4.4. EMS Units must follow all State of Indiana EMS Commission Guidelines
 - 4.4.1 One Paramedic Unit must be maintained in the Territory 24/7
 - 4.4.2 2 EMS units in New Haven must maintain a crew of Paramedic & EMT
 - 4.4.3 1 EMS unit in Woodburn must maintain a crew of Paramedic & EMT
 - 4.4.4 If a unit is a Paramedic Transport Unit it must have a Paramedic & EMT
 - 4.4.5 If a unit operates as a Basic Transport Unit it must have 1 EMT.
- 4.5. Provider Unit's Payroll Department
 - 4.5.1 Will maintain hourly totals and provide a monthly report to the Chief.
 - 4.5.2 Will follow all FLSA guidelines.
 - 4.5.3 Will only pay out overtime if a part-time EMS only employee exceeds 40 hours in one week.
 - 4.5.4 Will only pay out overtime if a Firefighter trained part-time employee exceeds 106 hours-in a two week pay period.
 - 4.5.5 Will conduct payroll as the Chief provides and approves as expected by 10am on the Monday of Payroll.
- 5. Uniforms
 - 5.1 Initially all part-time staff will be provided the following:
 - 5.1.1 2-T-Shirts
 - 5.1.2 1-Sweatshirt
 - 5.1.3 1-Pair of Pants EMS or 4-Pocket
 - 5.2 All on-going Uniforms are the responsibility of the part-time employee
 - 5.3 For Firefighter Certified Staff Fire Gear will be provided with the following:
 - 5.3.1 1—NFPA Approved Helmet
 - 5.3.2 Turnout Coat and Turnout Pants
 - 5.3.3 NFPA Approved Structural Fire Boots
 - 5.3.4 NFPA Approved Structural Fire Gloves
 - 5.3.5 1-pair of Safety Glasses
 - 5.3.6 1-pair of Safety Sunglasses
 - 5.3.7 1-pair of Hearing Protection

Updated 1/8/2026

6. All part-time employees are considered at-will employees.
7. The Chief is responsible for maintaining a list of all part-time employees.
8. The Chief is expected to have all new part-time employees confirmed at monthly territory board meetings.
9. The Chief is expected to provide all part-time employees with raises to the territory board for confirmation.
 - 9.1. The Chief will annually provide a part-time employee pay range guideline.
10. Part-Time Staff's Immediate Supervisor is the Division Chief of EMS.
 - 10.1. Chain of Command—Division Chief of EMS is direct supervisor for part-time staff
 - 10.2. Change in Status or extended leaves, or extended illnesses must be reported to the Division Chief of EMS.
 - 10.2.1 Division Chief of EMS is required to notify the Shift DC of any changes
 - 10.3. Any adjustment or hours or clock-in issues must be reported to the Division Chief of EMS.
11. Appointed Positions—This is a designated title for Specific Part-Time Staff to assist with manpower needs.
 - 11.1. These individuals must be familiar with operational procedures
 - 11.2. These individuals must be an as needed part-time employee before becoming an appointed part-time employee
 - 11.3. The individuals must maintain meet criteria listed under Part-Time Staff
 - 11.4. Must maintain a minimum standard of being state of Indiana certified at the EMT or Paramedic level.
 - 11.5. Fire Certifications are preferred.
 - 11.6. Attend training courses when available to maintain proficiency in both Fire and EMS operations if dual certified.
 - 11.7. Participants may participate in the 12- or 24-hour program option. 24 hours per week required.
 - 11.8. Participants will be allotted 2 months per calendar year where shift requirements are waved.
 - 11.9. Participate in all shift training while on duty.
 - 11.10. Work under direction of shift DC or Officer.
 - 11.11. Must have a valid Driver's license.
 - 11.12. All participants shall be signed off on vehicle/equipment operations by the Operations Chief, or his/her designee.
 - 11.13. Participants will be awarded their shifts based on department seniority.
 - 11.14. Participants shifts are to be submitted at least 6 weeks prior to the openings.
 - 11.15. Participants are required to work 1 weekend shift per month. Friday nights are considered as a weekend shift.
 - 11.16. Participants can be removed from the program at any time based on Deputy Chief or Chiefs discretion.
 - 11.17. Appointed positions get first choice in openings over other part-time staff members.

Updated 1/8/2026

- 11.18. Appointed positions will be required to work a minimum of one of the recognized holidays a year.
 - 11.19. Appointed positions will be held to the same standards as all full-time employees.
 - 11.20. Appointed position employees will be eligible for additional hours once all other part-time employees are awarded their monthly shifts.
 - 11.21. The Department will maintain 10 or less employees appointed. Appointed employees will be allowed a clothing allowance of 25% of a career staff employee.
12. Categories—Part-Time Staff fall into the following categories
- 12.1. FF Intern
 - 12.2. EMT Intern (not checked off)
 - 12.3. Firefighter
 - 12.4. Firefighter/First Responder (EMR)
 - 12.5. Firefighter/Basic EMT
 - 12.6. EMT-Basic
 - 12.7. Firefighter/Advanced EMT
 - 12.8. Advanced EMT
 - 12.9. Firefighter/Paramedic
 - 12.10. Paramedic
 - 12.11. Fire Inspector
 - 12.12. SCBA Technician
 - 12.13. Administrative Assistant
 - 12.14. Instructor
 - 12.15. Simulation/Content Creator

4

**EAST CENTRAL
FIRE AND EMS PROTECTION TERRITORY**

STATION 1 – 420 BROADWAY ST | NEW HAVEN

STATION 2 – 4625 E PAULDING RD | ADAMS TOWNSHIP

STATION 3 – 910 HARTZELL RD | NEW HAVEN

STATION 4 – 22731 MAIN ST | WOODBURN

STATION 5 – 17022 WOODBURN RD | MILAN TOWNSHIP



January 8th, 2026

Territory Board Members,

Requesting the approval of a fresh policy, 1.53 Driver/Operator. This has been reviewed by the Policy Committee.

Sincerely,

Joshua Hale—Chief of Fire & EMS

1.53 Driver/Operator

Purpose: The purpose of this policy is to establish procedures for driving East Central Fire/EMS Territory (ECFT) vehicles. Daily, weekly, and monthly maintenance schedules and responsibilities are also established. This policy applies to all ECFT employees and supervisors without exception. Seatbelts must be worn by everyone in an ECFT vehicle.

PROCEDURE

1. Drivers – Emergency Response

1.1 Drivers are required to don their gear as soon as possible after arrival at the scene.

1.2 Emergency lights and sirens shall be activated during an emergency response.

1.2.1 During an emergency response (but not upon returning from a fire alarm) the driver may:

1.2.1.1 Park or stand notwithstanding other provisions in this article

1.2.1.2 Proceed past a red or stop signal or stop sign, only after slowing down as necessary for safe operation.

1.2.1.3 Exceed the maximum speed limits if the driver does not exchange life or property.

1.2.1.4 Disregard regulations governing direction of movement or turning in specific directions.

1.2.2 Section 1.2.1 does not do the following:

1.2.2.1 Relieve the person who drives an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons.

1.2.2.2 Protect the person who drives an authorized emergency vehicle from the consequences of the person's reckless disregard for the safety of others.

1.3 Drivers should avoid passing other fire vehicles. If unavoidable, the passing arrangements shall be conducted through radio traffic and should not be attempted unless the vehicle to be passed has verbally responded that it is ok to pass.

1.4 Drivers shall follow the most direct and safe route to the dispatched address, with assistance of the officer as necessary, unless a specified route is indicated by the officer in charge.

1.5 Avoid backing whenever possible. Where backing is unavoidable, a guide must be used.

1.5.1 The guide will be positioned at the rear of the apparatus on the driver side. If the driver cannot see the guide in the mirror, do not back the apparatus until they are visible in the mirror.

1.5.2 If additional guides are necessary, they shall be positioned by the officer in a location that will allow for safely backing the apparatus.

1.5.3 Only approved signals will be used.

1.5.4 When guides are unavailable, drivers must walk completely around the apparatus before backing. ECFT drivers of cars, vans, or ambulances will not be required to walk around their vehicles but will always exercise good judgment while backing.

1.6 Drivers shall operate the vehicle according to orders from their officer: not, however, in conflict with this policy or rules and regulations, or instructions from shop personnel.

1.7 All ECFT vehicle operators, except when responding to an alarm, shall observe traffic regulations in the same manner as any other citizen.

1.8 Any member found to be in violation of the backing policy shall be subject to discipline.

2. Emergency Operations

2.1 Engine operators will always be responsible for monitoring radio traffic while on scene.

2.2 Engine operators shall take note of all equipment used by their company, given to or removed by members of other companies, and if possible, get the company number or name of the member removing the equipment. Operators shall ensure equipment is in the proper location and in clean, serviceable condition prior to departure from the scene, unless directed to do otherwise by the company officer. Damaged or missing equipment shall immediately be reported to the company officer.

2.3 Members shall immediately notify their company officer when they find equipment belonging to another company. The company officer shall immediately notify their Battalion Chief so arrangements can be made to return equipment.

2.4 Operators shall thoroughly flush the pump and tank and check all nozzles used and intake screens before the apparatus is placed into service, when any foul or dirty water has been introduced to the pump.

2.5 When apparatus is unable to response to an alarm for any reason whatsoever, the company officer shall notify the dispatcher immediately. The same procedure will be followed when the apparatus is ready for service.

3. Maintenance

3.1 Daily maintenance

3.1.1 Driver/operators shall inspect the apparatus and equipment each morning after talking with the off-going driver/operator and exchanging pertinent information, and after each run, making sure that all visible apparatus parts are in good working order and that the apparatus is ready for all responses. All fluid levels shall be checked, including the foam and booster tanks, and if necessary, add that amount needed to replenish the supply used. All on-board equipment will be checked for serviceability and readiness, and that it is in its proper location and clean.

3.1.2 Driver/operators shall immediately report to the company officer any repairs needed to the apparatus or equipment so that arrangements can be made with the Lieutenant of maintenance to facilitate the repairs. Company officers will notify their battalion chief. Battalion Chief will then ensure that a JOT form has been submitted for the repair.

3.1.3 An absence of any reports of problems with the vehicle or equipment to the company officer from the driver/operator will justify the company officer assuming that the vehicle and equipment are in efficient operating condition, and in readiness to respond to all alarms.

3.1.4 Driver/operators shall check each item on the apparatus check sheet and fill in the appropriate items on the check sheet each day.

3.1.5 Company officers shall enter into station log all pertinent information about the vehicles and equipment under their command. Any issues or problems with the rig will be reported on the appropriate form.

3.1.6 Driver/operators shall, with help assigned by the company officer, thoroughly clean the vehicle and equipment each morning. Fuel tanks on vehicles shall be filled if the fuel gauge shows three-quarters of capacity or less.

3.1.7 Company officers shall ensure that vehicles and equipment under the command are cleaned as necessary each morning and upon returning to the station during inclement weather. All equipment used during a emergency

shall be rinsed off at the scene and, if necessary, a more thorough cleaning shall be done upon returning to the station. Particular care and attention shall be given to SCBA's.

3.1.8 Company officers of the station where spare or specialty vehicles and equipment are stored shall see that it is given the same care as regularly assigned vehicles and equipment.

3.1.9 Spare or specialty vehicles and equipment being returned from use to its assigned station or the shop will be cleaned and in good condition. It is the responsibility of the personnel who use it to clean the vehicle and equipment and make note of any problems.

3.1.10 All members shall give their company officer timely notice of supplies needed for the proper maintenance of the vehicle and equipment. Company officers shall order supplies.

3.2 Weekly Maintenance

3.2.1 All equipment, except bedded hose, shall be removed, examined, started if motorized, cleaned, lubricated and returned to its proper location on all vehicles during apparatus checks. This should be done in such a manner that if the company is dispatched to an emergency, equipment can be replaced and properly secured to prevent damage or loss without excess delay.

3.2.2 Driver/Operators shall engage all hydraulic equipment on the vehicle to ensure it is operating properly. All intake, discharge, and drain valves, except the foam system, will be operated to ensure free and ease of movement and good operating condition. Cleaning and lubricating of the rods will be done as necessary.

3.2.3 Company officers shall ensure that all compartments are thoroughly cleaned before replacing equipment, and that the interior of the cabs are thoroughly cleaned. The exterior of the vehicle should also be thoroughly cleaned.

3.2.4 Company officers shall ensure that appropriate weekly check sheet be completed for each vehicle under their command.

3.3 Monthly Maintenance

3.3.1 All monthly maintenance for regular vehicles and equipment shall be done on the first Monday of the month. Spare or specialty vehicles and equipment shall be done on the first Friday of the month, including the running of any motorized equipment.

3.3.2 Driver/operators shall clean all intake, discharge, drain, and foam system rods to remove road oil or dirt and grease, and lubricate them with WD-40.

3.3.3 Company officers shall ensure that all wooden-handled tools are varnished, and all equipment color-coded as necessary.

3.3.4 Driver operators shall ensure that all foam systems are operating properly (as soon as foam appears, the foam handle should be shut off)

3.4 Responsibilities

3.4.1 The Battalion chief on the assigned shift shall ensure that all apparatus under their command is washed and waxed, and all hoses are clean. All hoses shall be tested once a year.

3.4.2 The company officer and Battalion chief shall pass along pertinent information concerning all vehicles and equipment under their command.

3.4.3 Company officer shall ensure that:

3.4.3.1 Periodically check the condition of the vehicles and equipment under their command.

3.4.3.2 All personnel under their command adhere to this policy and shall make the appropriate assignments necessary to accomplish the purpose of the policy.

3.4.3.3 All personnel under their command are properly trained in the use and maintenance of all vehicles and equipment assigned to their station.

3.4.3.4 Hoses are cleaned and examined for defects after use.

