

## **MINUTES OF THE REGULAR SESSION OF THE EAST CENTRAL FIRE/EMS GOVERNING BODY**

The monthly meeting of the East Central Fire & EMS Protection Territory Board was called to order on November 13, at 3:00 pm by President Bob Byrd.

Members Present: Steve Ottenweller, John Graber, Bob Byrd, Jeff Abbot, Chad Bauer, Mark Smith, Mark Bradtmueller

Board members signed a roll call sheet and Christine Camp read the roll call.

### **Previous Meeting Minutes**

Mark Smith made the motion to approve the minutes from the October meeting. John Graber seconded the motion, and motion was approved.

Ayes: Steve Ottenweller, Jeff Abbot, John Graber, Bob Byrd, Chad Bauer, Mark Smith, Mark Bradtmueller

Nays: none

### **Pay Claims**

The pay claims were signed by Board members. Jeff Abbot made the motion to approve the pay claims. John Graber seconded the motion, and motion was approved.

The New Haven Board Of Works had approved the pay claims prior to the Fire Territory Board meeting.

### **Unfinished Business**

#### **Refinishing Bay Floor at Maumee Township Station**

The Board decided to not act on this action at this time.

#### **Merit Draft**

The attorney is still reviewing this document.

#### **Merit Ordinance Resolution**

The attorney is still reviewing this document.

Mark Bradtmueller made a motion to table this resolution until the December meeting. Mark Smith seconded the motion, and motion was approved.

Ayes: Steve Ottenweller, Jeff Abbot, John Graber, Bob Byrd, Chad Bauer, Mark Smith, Mark Bradtmueller

Nays: none

## **New Business**

### **Title Change for District Chief**

The Chief has requested a title change for our current District Chiefs Randy Linker, Bryan Yoder, and Matt Braun to Battalion Chief. See attached detail. Chad Bauer made a motion to change the District Chief's titles to Battalion Chief. Mark Smith seconded the motion and the motion passed.

Ayes: Steve Ottenweller, Jeff Abbot, John Graber, Bob Byrd, Chad Bauer, Mark Smith, Mark Bradtmueller

Nays: none

### **Title Change for Deputy Chief**

The Chief has requested a title change for Mark Hoepfner from Deputy Chief to Fire Marshall. See attached detail. Mark Smith made a motion to change Mark Hoepfner's title from Deputy Chief to Fire Marshall. Chad Bauer seconded the motion and the motion passed.

Ayes: Steve Ottenweller, John Graber, Bob Byrd, Chad Bauer, Mark Smith, Mark Bradtmueller

Nays: Jeff Abbot

### **2026 Lieutenants Promotion Process**

The Chief requested the Board decide whether to begin anew the process of finding potential candidates for Lieutenant positions, or use the existing list of possible candidates. The Board recommended the process begin anew to give all potential candidates a chance. See Attached detail.

### **Station #5 Cardiac Monitor LifePak 15**

The Chief requested an additional LifePak 15. This is a refurbished unit. The cost will be \$21,266.67. See attached detail. Mark Smith made a motion to approve the purchase of a LifePak 15 for \$21,266.67. John Graber seconded the motion and the motion passed.

Ayes: Steve Ottenweller, John Graber, Bob Byrd, Chad Bauer, Mark Smith, Mark Bradtmueller, Jeff Abbot

Nays: None

### **2026 Medical Director Dr. Smith Contract**

The Chief is requesting the approval of the 2026 Medical contract with Dr. Smith. The contract is identical to the 2025 contract. See attached contract.

Steve Ottenweller made a motion to approve the 2026 Medical contract with Dr. Smith. John Graber seconded the motion and the motion passed.

Ayes: Steve Ottenweller, John Graber, Bob Byrd, Chad Bauer, Mark Smith, Mark Bradtmueller, Jeff Abbot

Nays: None

The Board then signed the 2026 Medical contract.

### **Employee Tuition Reimbursement**

The Chief is requesting the Board approve the reimbursement of District Chief Matt Braun \$579.42 for costs of Ivy Tech Classes. The Chief could have approved on his own, but he wanted to point out the importance of preparing staff members to meet the job requirements for Chief and District Chief.

Mark Smith made a motion to approve the reimbursement of District Chief Matt Braun \$579.42 for costs of Ivy Tech Classes. John Graber seconded the motion and the motion passed.

Ayes: Steve Ottenweller, Jeff Abbot, John Graber, Bob Byrd, Chad Bauer, Mark Smith, Mark Bradtmueller

Nays: none

### **Adjournment**

Mark Smith made the motion to adjourn the Board meeting. Chad Bauer seconded the motion and the motion was approved.

Ayes: Steve Ottenweller, Jeff Abbot, John Graber, Bob Byrd, Chad Bauer, Mark Smith, Mark Bradtmueller

Nays: none

The next regular scheduled meeting is December 11, at 3:00 pm.

**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



November 13, 2025

Territory Board Members,

Requesting the approval of a title change for our current District Chief's (Randy Linker—A, Bryan Yoder—B, Matt Braun—C). We are requesting the approval to start on January 11<sup>th</sup>, 2026 a title change to "Battallion Chief" this will align with the other departments in Allen County, Fort Wayne, and the Fire Districts. This will take a effect on January 11<sup>th</sup>, 2026. This is a title change with no change in pay or job description.

The AI generated definition through google for Battalion Chief is

A battalion chief is a senior-level supervisor in a fire department who manages a "battalion," which consists of several fire stations and fire companies. They are responsible for overseeing daily operations, leading emergency responses, managing personnel, and developing/implementing departmental policies and training programs. This is the lowest "chief" officer rank, sitting above company officers like lieutenants and captains.

The AI generated definition through google for District Chief is

A district chief is a high-ranking officer responsible for supervising law enforcement, fire, or other public service personnel within a specific geographical area, such as a city district or county. The specific duties vary by the field, but generally include managing personnel, overseeing operations, handling budgets, developing policies, and leading emergency response. The title can refer to a police chief, fire chief, or a government executive at the district level.

Sincerely,

Joshua Hale—Chief of Fire & EMS

**EAST CENTRAL**

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November 13, 2025

Territory Board Members,

Requesting the approval of a title change from Deputy Chief to Fire Marshall for Mark Hoepner. This aligns Mark with others in Allen County, as well this details specifically his job function. Mark has not been doing tasks above or beyond the Fire Marshall level. This will take a effect on January 11<sup>th</sup>, 2026.

Sincerely,

Joshua Hale—Chief of Fire & EMS

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November 13, 2025

Territory Board Members,

Starting January 11<sup>th</sup>, 2026 we will be instituting a full-time Battalion Chief program. This was discussed at length with the DC's, and a trial period was conducted. Deputy Chief Doug Call successfully created a Battalion Program during his 3 years at the Angola Fire Department. Doug has shared the many positive benefits, and we were able to realize those positives during the trial period. With this process, we have determined a need for 2 additional crew supervisors (Lieutenant's). We are requesting the approval from the board to work off the list from October 2024 or begin a new process. We will require a slight increase to budget item lines, that we will formally request after January 1 for a transfer from the appointed GL line into the Lieutenant's and the associated GL line FF/EMT or FF/Paramedic depending on who is promoted. This will NOT be additional staff, this will be staff from within, as a promotion with more responsibility and a slight increase in pay.

Requesting guidance and approval on working off the October 2024 promotional list or starting a new process.

Sincerely,

Joshua Hale—Chief of Fire & EMS

## **EAST CENTRAL**

### **FIRE AND EMS PROTECTION TERRITORY**

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November 13, 2025

Territory Board Members,

Staff has requested an additional Lifepak 15, this cardiac monitor is what we use to interpret heart rates and rhythms. This device is also able to provide life saving shocks to jump start the heart of a patient. They can read the oxygenation in the blood, and the effectiveness of the staff breathing for a patient. Our Milan Township Station has requested this for the Engine, this will allow the crew to operate at a Paramedic Level if they are returning from a call and do not have an ambulance immediately on site, this will also allow when the Engine and Ambulance both arrive on scene to provide dual sequential shocks to patients with a heart rhythm that may require this procedure. Deputy Chief Doug Call does support this, as we do have budget money, however, he describes as a want or request and not a immediate need. We can only get 1 quote, due to this being a specific product and specific model to maintain continuity of the fleet. This is a refurbished unit. A new unit would be in the \$50,000 - \$60,000.00 range.

Requesting the approval of a refurbished lifepak 15 Quote # Quo-117088-Q1T0D6 for \$21,266.67 from boundtree.

Sincerely,

Joshua Hale—Chief of Fire & EMS

# MEDICAL DIRECTOR SERVICES AGREEMENT

This Medical Director Service Agreement ("agreement") is dated January 1, 2026, by and between Corbett Smith, M.D. (the "Physician"), and The East Central Fire and EMS Protection Territory Board on behalf of East Central Fire and EMS Protection Territory Together, The Physician and ECFEPT are referred to as the "Parties," and wash is a "Party".

WHEREAS the physician operates his practice at Parkview Regional Medical Center located at 11109 Parkview Dr. Fort Wayne, Indiana.

WHEREAS ECFEPT desires to engage the Physician to provide the medical director services specified in the Agreement, and the physician desires to provide such services for ECFEPT in accordance with the provisions hereinafter set forth.

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter expressed, the Parties hereby agree as follows:

1. **SELECTION OF THE PHYSICIAN:** ECFEPT shall make available on an independent contractor basis, the services of Corbett Smith, M.D, (the "Physician") to provide Medical Director services to ECFEPT and its patients.
2. **TERMS OF CONTRACT:** This Agreement shall be effective as of January 1, 2026, and shall continue in effect for the term of one year or through December 31, 2026.
3. **RESPONSIBILITIES OF MEDICAL THE MEDICAL DIRECTOR/ PHYSICIAN:** Responsibilities of the Medical Director/ Physician shall include. But are not limited to the following:
  - a. Maintain an unrestricted license to practice medicine in the State of Indiana.
  - b. Maintain a Drug Enforcement Agency "DEA" Controlled Substance Registration Certificate solely for East Central Fire and EMS Protection Territory.
  - c. Maintain oversight of quality and appropriateness of care.
  - d. Maintain oversight of Clinical peer review. (Recommend attendance minimum of four times per year.) When Medical Director/ Physician is unavailable to physically attend a meeting. A video conference would be acceptable.
  - e. Oversee accuracy of EMS Chart documentation when questions arise.
  - f. Review of selected emergencies: STEMI, Stroke, Cardiac Arrest, Sepsis, Selected Trauma.
  - g. Serve as Physician Liaison for East Central Fire and EMS Protection Territory.
  - h. Provide Consultation on clinically related patient or medical caregiver complaints.
  - i. Attend quality assurance meetings with staff. (Recommend minimum of four per year).

When Medical Director/ Physician is unavailable to physically attend meeting, a video conference shall be acceptable.

- j. Provide at a minimum: 1 Mega-Code per ALS Staff member per year.

Appropriate

opportunity will be provided; however, it is the medic's responsibility to attend.

- k. Provide educational opportunities on pertinent topics in Pre-Hospital care (six (6) times per year). Three (3) educational opportunities can be provided by outside qualified personnel approved by the EMS Director and EMS training officer.
- l. Provide executed addendum to standing orders not included in Regional Protocols.
- m. Maintain an effective working relationship with management, EMS, and Fire personnel.
- n. Provide quarterly reports to the Fire/EMS Territory Board, dates and times dedicated to the above requirements. EMS Director, Deputy Chief of EMS, or his/her designer may be present.

4. COMPENSATION: Compensation for the Medical Director/Physician shall be compensated for services as follows:

- a. Payment has been agreed upon and shall be paid in the amount of Twenty-Five Thousand eight hundred seventy-five Dollars (\$25,875.00) per year, payable in eleven installments, \$3875.00 in February, and \$2200.00 each month March-December.
- b. The East Central Fire and EMS Protection Territory Board will pay the cost of the Medical Directors DEA License specifically for the New Haven EMS/ East Central Fire & EMS Protection Territory. This amount shall be adjusted as required.
- c. Payment shall be sent to the following address:

Corbett Smith, M.D.  
10108 Notestine Rd.  
Fort Wayne, IN 46835

- 5. INDEPENDENT CONTRACTOR: It is expressly understood and agreed that, in the performance of Services under this agreement, ECFEPT and Physician shall, at all times, function as an independent contractor with respect to services. Further, it is expressly understood and agreed by the Parties that nothing contained in this Agreement will be construed to create a joint venture, partnership, association, or other affiliation or like relationship between the Parties. In no event shall either Medical Director/ Physician or ECFEPT be liable for the debts or obligations of any other except as otherwise specifically provided in this agreement.
- 6. TERMINATION OF AGREEMENT: This Agreement may be terminated by either party by written notification with in ninety (90) days, at which time the remaining compensation will be prorated for services performed and date of termination.

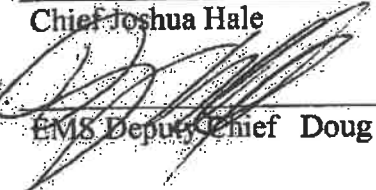
7. PROTOCOLS AND PROCEDURES: The parties agree that both parties should make a good faith effort to collaborate cooperatively with each other to ensure the services are coordinated and provided on a timely and professional basis.
8. DRUG ENFORCEMENT LICENSE: Upon renewal, Medical Director/Physician shall provide a copy of the specific Drug Enforcement Agency ("DEA") license to the East Central Fire and EMS Protection Territory Board.
9. MODIFICATION: No modification or wavier of any of the terms of this Agreement shall be allowed unless by written agreement signed by both parties.
10. SEVERABILITY OF PROVISIONS: If any portion of this agreement is deemed unenforceable, all other provisions of this Agreement shall remain in full force and effect.

Date this first day of January 2026.

"Medical Director/Physician"

BY:   
Corbett Smith M.D.

BY: \_\_\_\_\_  
Chief Joshua Hale

BY:   
EMS Deputy Chief Doug Call

"East Central Fire and EMS"  
Territory Board

BY: \_\_\_\_\_  
Bob Byrd Board President

BY: \_\_\_\_\_  
Mark Bradtmueller Vice President

BY: \_\_\_\_\_  
Steve Ottenweller Secretary

BY: \_\_\_\_\_  
Jeff Abbott

BY: \_\_\_\_\_  
Mark Smith

BY: \_\_\_\_\_  
John Graber

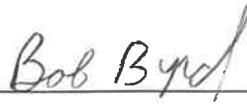
BY: \_\_\_\_\_  
Chad



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Steve Ottenweller

Secretary



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Bob Byrd

President