



# CITY OF NEW HAVEN

910 Hartzell Road  
New Haven, IN 46774

## **AGENDA** **Fire/EMS Territory Agenda** **February 12, 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
  - 1. Amendment to December Minutes
- E. Pay Claims and Register

### **II. UNFINISHED BUSINESS**

- A. 2026 Full-Time Employee Pay Scale
- B. 2026 Part-Time Employee Pay Rates

### **III. NEW BUSINESS**

- A. Policy 1.45 2026 East Central Bid
- B. Policy 1.27 Paid Time Off (PTO)
- C. Policy 1.34 Bereavement Leave
- D. Part-Time New Hire
- E. Policy 1.54 Safe Haven Baby Box
- F. East Central Fire & EMS Quarterly Stipend Invoice #1032, in the amount of 10,000.00
- G. Additional Appropriations for New Fire Engine

H. Appointment of Merit Commission Board Members

I. Territory Board Discussion on Countywide Fire District

**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

<b>MEMBER</b>	<b>APPOINTED BY</b>	<b>TERM</b>
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/>.

# **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



11/25/25

Territory Board Members

RE: Amendment to December East Central Protection Territory Board Meeting held on December 11, 2025.

The Chief is requesting the December Minutes be corrected by adding a copy of the East Central Fire & EMS Protection Territory Volunteer Contract to item J.

Sincerely,

Doug Call  
Chief of Fire & EMS

**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 December 11, 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.

**A. Previous Meeting Minutes**

Mark Bradtmueller made the motion to approve the minutes from the November 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

**B. Pay Claims**

The pay claims were signed by Board members. John Smith made the motion to approve the pay claims. Steve Ottenweller seconded the motion, and motion was approved.

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

Nays: none

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

**C. Unfinished Business**

**D. Merit Draft and  
Merit Ordinance Resolution**

The Chief requested the Board approve the Resolution on Merit Ordinance Step 1. This will allow us to meet the new State Statute that takes effect 1/1/2026. Our Attorney has approved the Ordinance.

Steve Ottenweller made a motion to approve the Resolution on Merit Ordinance Step 1. Chad Bauer seconded the motion, and motion was approved.

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

Nays: none

## **E New Business**

Mark Bradtmueller made a motion to add 2026 East Central Fire & EMS Volunteer Contract approval to the agenda. Mark Smith 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

## **F Bound Tree Invoice**

The Chief is requesting the approval to pay the Bound Tree Invoice #86003712 in the amount of \$21,266.67.

Mark Bradtmueller made a motion to pay the Bound Tree Invoice #86003712 in the amount of \$21,266.67. John Graber 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

## **G East Central Fire & EMS volunteer Invoice**

The Chief is requesting the approval to pay the East Central Fire & EMS volunteer 4th quarter stipend Invoice #1050 in the amount of \$36,005.25.

Chad Bauer made a motion to pay the East Central Fire & EMS volunteer 4th quarter stipend Invoice #1050 in the amount of \$36,005.25. Mark Smith 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

#### H **Probationary Career Staff Status Change**

The Chief is requesting Travis Filosa and Matt Bobay be removed from probationary status to full-time FF/EMT with a bi-weekly pay of \$2,317.28 affective December 14, 2025.

Mark Smith made a motion to have Travis Filosa and Matt Bobay be removed from probationary status to full-time FF/EMT with a bi-weekly pay of \$2,317.28 affective December 14, 2025. Jeff Abbott 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

#### I **Career Staff New Hires**

The Chief is requesting the approval to hire 2 candidates once they successfully complete the Perf Physical. The Chief would like to hire the 2 candidates once approval is recieved from the State Pension Board. The candidates will start with at a probationary bi-weekly pay rate for FF/EMT of \$2,343.71.

Chad Bauer made a motion to approve hiring 2 candidates once they have successfully complete the Perf Physical. The candidates will start with a probationary bi-weekly pay rate for FF/EMT of \$2,343.71. Mark Smith 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

#### J **2026 East Central Fire & EMS Volunteer Contract**

The Chief requested approval of the 2026 East Central Fire & EMS Volunteer Contract.

Chad Bauer made a motion to approve the 2026 East Central Fire & EMS Volunteer Contract. Mark Bradtmueller 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

This contract was signed by all Board members.

## **K Adjournment**

Mark Smith made the motion to adjourn the Board meeting. John Graber 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 January 6, at 3:00 pm.

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Steve Ottenweller

Secretary

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Bob Byrd

President

**AGREEMENT FOR FIRE PROTECTION  
FOR THE  
EAST CENTRAL FIRE & EMS PROTECTION TERRITORY BOARD**

THIS AGREEMENT, entered on the 1st day of January 2026, between the East Central Fire & EMS Protection Territory Board, and the East Central Fire & EMS Volunteer Association Inc.

**WITNESSETH:**

**WHEREAS** the Territory Board is the owner of firefighting equipment and has provided equipment and housing for same for the primary purpose of providing fire protection to the citizens and residents of the Cities and Townships included in the Territory; and,

**WHEREAS** the Association is organized to operate and maintain said equipment purchased by the Territory Board; and,

**WHEREAS** the parties herein have agreed to the terms under which the Association will use said equipment and furnish said protection, it is now hereby **AGREED** as follows:

**I.**

The term of this Agreement shall be one year commencing on January 1, 2026 and ending December 31, 2026. In the event there is not a new contract established for future years the agreement will revert to the most recent contract on file after December 31, 2026 to ensure there are no factors hindering the service to the general public.

**II.**

It is mutually agreed that before the expiration of this Agreement, both parties shall meet and work out the terms of any subsequent agreement. Provided, however, that as a condition precedent to the signing of any new agreement, the Association agrees that it will submit its financial records to the Territory Board for their inspection upon request.

The Association will provide an outline of how the Volunteer Stipend is distributed, said outline will include number of points per task or response, and how this is calculated. The Association will provide Volunteer Stipend reports to the Territory Board yearly upon request.

### III.

The Volunteer Association shall not be responsible for the ownership of any firefighting equipment referenced in this Agreement. All firefighting equipment of every type—including, but not limited to, trucks, rescue vehicles, hoses, and accessories—will be provided for use as needed to deliver the services contemplated by this Agreement.

### IV.

The Volunteer Association supplements the department in a variety of ways, including but not limited to firefighting activities, station maintenance, public relations events, and other activities as agreed upon between the Volunteer Board and the Chief's office. The scope of each member's involvement is determined by their classification and qualifications, ensuring that participation in any activity aligns with their designated role and capabilities.

### V.

Parties herein agree that fire protection may be provided to other persons or governmental units outside the normal coverage area, only upon and pursuant to a written agreement executed by the Territory Board and the party requesting such protection. The Association shall, however, perform services pursuant to the mutual aid agreements it has with other fire Associations.

### VI.

In consideration of said Fire Protection, the Territory Board agrees to pay the Association the sum of \$40,000 per annum, payable in sums of \$10,000 each on the 1<sup>st</sup> pay cycle of March, and the 1<sup>st</sup> pay cycle of June, 1<sup>st</sup> pay cycle of September, and the 1<sup>st</sup> pay cycle of November. Said payments shall be applied by the Association as a stipend to personnel, based on the point system.

### VII.

A clothing and Gasoline allowance as provided by Indiana Law as found in I.C. 36-8-12-5, the base sum of \$200.00 annually per full member in good standing as certified by the Volunteer Board and agreed upon by the Operations team currently at \$7,200 based on a full roster not to exceed 36 members, this will be requested in December of Quarter 4.

### VIII.

The Territory Board agrees to procure and pay all insurance required by laws of the State of Indiana for volunteer firefighters including, but not limited to, coverage for temporary disability, permanent disability, death, workers compensation at appropriate agreed upon levels, and liability for bodily injury and property damage.

VIII.

The parties agree that the Territory Board and the Chief, have the absolute right to refuse the service of a member of the Association whom it, in its sole discretion, determines to be detrimental to the efficient and safe operation of the Territory Board, notwithstanding any disciplinary procedures of the Association, and may bar any such member from its premises and from using its equipment.

IX.

This Agreement is subject to the laws of the State of Indiana and changed only by way of writing, signed by both parties.


This Agreement shall be in full force and effect upon its execution by the proper officials of both parties herein.

East Central Fire & EMS Protection Territory


East Central Fire & EMS Volunteer Association

  
Bob Byrd - New Haven

  
Danielle Thompson - Board President

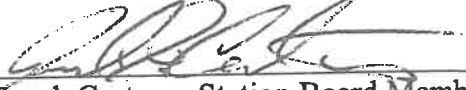
  
John Graber - Woodburn

  
Jon Stauffer - Station Board Member

  
Chad Bauer - Adams Township

  
Lauren Krinn - Station Board Member

  
Steve Ottenweller - Jefferson Township

  
Jacob Caston - Station Board Member

  
Jeff Abbott - Maumee Township

  
Tom Vachon - Board Member at Large

  
Mark Bradtmueller - Milan Township

  
Dan Watts - Board Member at Large

  
Mark Smith - Citizen Appointment

  
Mike Walker - Board Member at Large

  
Zach Schrensky - Board Member at Large

**EAST CENTRAL**  
**FIRE AND EMS PROTECTION TERRITORY**  
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**2026 Full-Time Employee Information—amended as of 1/11/2026**

<i>Title</i>	<i>pay period</i>	<i>hrs/ hourly rate</i>	<i>annual pay</i>
Chief	\$3,313.89	2080 hrs/ \$41.42	\$86,161.14
Deputy Chief	\$3,171.87	2080 hrs/ \$39.65	\$82,468.62
Assistant Chief of Administration	\$3,008.73	2080 hrs/ \$37.61	\$78,227.00
Training (hourly)	\$2,698.45	2080 hrs/ \$33.73	\$70,159.70
Inspector (hourly)	\$2,792.12	2080 hrs/\$34.91	\$72,595.12
Battallion Chief 24/48	\$2,792.12	2912 hrs/ \$24.93	\$72,595.12
Lieutenant/Paramedic	\$2,754.07	2912 hrs/\$24.59	\$71,605.82
Lieutenant/Paramedic Probationary	\$2,651.76	2912 hrs/\$23.68	\$68,945.76
Lieutenant/Advanced	\$2,700.95	2912 hrs/\$24.12	\$70,224.70
Lieutenant/Advanced Probationary	\$2,582.90	2912 hrs/\$23.06	\$67,155.40
Lieutenant/Basic EMT	\$2,651.76	2912 hrs/\$23.68	\$68,945.76
Lieutenant/Basic EMT Probationary	\$2,529.79	2912 hrs/\$22.59	\$65,774.54
FF/Paramedic	\$2,647.83	2912 hrs/\$23.64	\$68,843.58
FF/Paramedic Probationary	\$2,529.79	2912 hrs/\$22.59	\$65,774.54
FF/Advanced EMT	\$2,554.79	2912 hrs/\$22.81	\$66,424.54
FF/Advanced EMT Probationary	\$2,504.79	2912 hrs/\$22.36	\$65,124.54
FF/EMT	\$2,461.75	2912 hrs/\$21.98	\$64,005.50
FF/EMT Probationary	\$2,343.71	2912 hrs/\$20.93	\$60,936.46

Probationary period will be 1 year from date of hire; 6 months for lateral transfers

Maintenance Lieutenant Position two stipends in 2026 1<sup>st</sup> Pay period in April & November \$1,500.00

Per Career Employee Education—\$465 allowance Clothing—\$1125.00 allowance

Health Savings Account per employee paid in 4 installments of \$750.00.....\$3000.00

Longevity Pay Bonus

- 5-9 years—\$1,250.00
- 10-14 years—\$2,000.00
- 15-19 years—\$3,000.00
- 20+ years—\$5,100.00

Sleep Time of 5 hours as listed in work agreement

Overtime pay for any non-scheduled work day, or any hours over 24.25 on a regular day

Employee earned 2-24 hour days for training annually for 24/48 staff

Training Time for optional training paid at the normal straight time hourly rate

Mandated Training Paid at time and 1 half Holidays paid at time and 1 half from midnight to midnight for the 24 hour period

Observed Holidays for OT Pay for 24/48 Staff

- |                       |                  |                     |
|-----------------------|------------------|---------------------|
| 1. New Year's Eve Day | 2. Easter Sunday | 3. Memorial Day     |
| 4. Independence Day   | 5. Labor Day     | 6. Thanksgiving Day |
| 7. Christmas Eve Day  | 8. Christmas Day |                     |

Annual Employee Physical

457 Contribution Territory pays 3% of employee salary

INPRS PERF 77' 23.3% + 3% (Territory/Provider Unit Responsibility) + 3% (employee responsibility)  
*currently paid by the territory*

Civil PERF ( 40-hour & grandfathered staff) 11.2% + 3%

ROR Pay—Riding Out of Rank. When there is NO Battallion Chief on Duty or NO Lieutenant on Duty, employee may receive \$20/24 hours, \$10/12 hours. ROR must be approved by Chief or his/her designee

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FIRE AND EMS PROTECTION TERRITORY**

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February 12, 2025

**Part-Time Pay Rates for 2026**

Position	Base	Top
FF Intern	\$7.25	\$9.00
EMT Intern (NOT CHECKED OFF)	\$7.25	\$13.10
FF Only	\$15.00	\$18.50
FF/First Responder	\$16.00	\$19.00
FF/EMT-Basic	\$18.00	\$20.75
EMT Basic ONLY	\$17.00	\$19.50
FF/ADVANCED EMT	\$18.00	\$21.75
ADVANCED EMT ONLY	\$17.00	\$20.60
FF/Paramedic	\$18.00	\$28.50
Paramedic Only	\$18.00	\$25.50
Fire Inspector Part-Time	\$12.36	\$22.80
SCBA Technician	\$12.36	\$22.80
Admin Assistant	\$14.50	\$25.00
Instructor	\$19.50	\$25.50
Simulation/Content Creator	\$20.50	\$30.50

All Part-Time Staff will be on a probationary period not to exceed 90 days. During that 90 day period the Department head or his/her designee shall assign a preceptor for on the job training. Once the probationary period has been successfully passed and completed, the Department Head is responsible to notify payroll and clerk's office of the change from base pay to top pay. This provides only a base/starting pay and a top pay for all part-time staff. This will eliminate annual or percentage pay raises for part-time employees. All part-time employees will be treated the same based on their levels of certification with their appropriate certification levels, based on the above job class.

## **2026 East Central Bid**

The Fire Chief will be responsible for the station/shift assignments of all career personnel up to and including the Battalion Chiefs. The Process will be overseen by the Fire Chief. The Fire Chief will keep a master seniority list.

The Station/Shift assignments will last for one year.

Battalion Chief's will be stationed at Station #1. Station #5 will have (ROR) Lieutenants on 2 shifts that will change by pay period. Lieutenants will be stationed at Station #3 on Engine 11.

(1) FF/Paramedic will be eligible to bid Station #1 on each shift.

(2) FF/Paramedics will be eligible to bid Station #3 on each shift.

Station 5 will have 2 shifts eligible for (2) FF/Paramedics. The 3<sup>rd</sup> shift will only have (1) eligible bid spot for a FF/Paramedic.

The bid will determine which shifts at Station 5 will have (2) FF/Paramedics and which shift will only have (1) FF/Paramedic based on seniority.

As shown on the graph, the 2<sup>nd</sup> spot on M115 and the 4<sup>th</sup> spot at station 5 will be utilized by Part Time Staff. However, those part timers are not committed to M115 or Station 5 given staffing and certification. Full timers are expected to have a rotation with part timers for M115 and M265 given their Certification level and driver operator classification.

The Battalion Chief reserves the right to move members daily based on departmental needs. These changes will be determined by staffing levels, certification level and driver operator needs.

No shift will have more than (5) FF/Paramedics bid spots.

The LT/P Barile and LT/P Harris do not count as a Paramedic for bidding purposes.

The Lieutenants are not to be on M115, however given run volume and staffing will be expected to operate on M125 and M225 if needed.

The LT/P will not be assigned to M115, however given run volume and staffing will be expected to operate on M125 and M225 if needed.

Individuals who bid on Station 1 will be expected to operate as both a firefighter and medic.

Battalion Chiefs will bid first (by seniority) followed by Lieutenants (by seniority) with lastly the private rank (by seniority).

If the department hires any additional full-time staff during the bid assignment year, the Fire Chief reserves the right to place that individual either at Station #3 or Station #5 in one of the part time slots currently shown on the graph.

All staff members will be bidding based on their department seniority. Shift/station assignments will begin on January 11<sup>th</sup>, 2026 at 6:30am

The bid will take place on the 2<sup>nd</sup> Friday of October 2025 at 11am. (Friday October 10<sup>th</sup>, 2026).

Demotion/Promotion will not constitute the need for a new bid process. The newly appointed/demoted candidate will fill their respective vacancies. These assignments will remain until the next bidding cycle. A resignation from an officer will operate in the same manner.

In a situation resulting in an extended vacancy on one shift, the Fire Chief has the authority to temporarily fill the vacancies with a member from another shift as needed.

If there is an instance where the Fire Chief feels a member would have to be moved due to a conflict between two members. The member with the least seniority will be moved. There would be a one-time bidding process of that member's assignment. If no member bids the assignment the member with the least department seniority not involved in the conflict would be moved into that new assignment. The members involved in the conflict would then fill the vacancy created.

If there was conflict between a member and his/her officer and the Fire Chief feels that the member would have to be moved, there would be a one-time bidding of that member's assignment. If no one bids on the assignment, the member with the least department seniority will be moved into that assignment. However, if the lowest seniority member is on the shift that conflict exists, the next lowest seniority member from a different shift will be moved into that assignment. The members involved in the conflict would then fill the vacancy created.

Everyone will have 15 minutes to make their shift bid. The process will start when the person receives a phone call. If they are unable to be in person at the location of the bid draw.

For anyone who has not yet completed or finished their probationary year by the start of the bid on January 11<sup>th</sup>, 2026, will not be allowed to bid a shift. Those individuals will be assigned a shift by the Chief prior to the bid process. This goes in accordance with the policy that states probationary members may be rotated at the discretion of the Fire Chief.

If someone is unable to take part in the draw by phone, email, or in person, they forfeit their ability to bid their shift. They will have the ability to put in writing their requests and or concerns to the Fire Chief. If an individual is currently on the clock and on a run said bid will be paused until individual is finished with the run. The Chief will have 7 calendar days to notify all shift career staff members of the shift assignment slots for the following calendar year, and what day they will take effect. All shift employees will be guaranteed a 24-hour rest period from their last shift day to the start of their new shift day, if moved involuntary or forced by the Chief.

Employees who voluntarily switch shifts at annual shift bid, and consequently are scheduled 48 hours to fulfill their workday requirements for the new shift pay period, staff will be allowed three options

1. Use PTO to prevent 48 hours of consecutive work hours
2. Take a day off without pay—must be approved by Provider Unit Clerk
3. Work the assigned days, based on new schedule and pay period

## 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 3<sup>rd</sup> 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	204	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 may not take more than 21 consecutive workdays off in a row.

3. Civilian Fire Staff are the following: Fire Chief, Assistant Chief of Administration, Division Chief of EMS, Division Chief of Fire Training, Health & Safety, EMS Captain/Training Officer, Fire Inspector, Fire/EMS Administrative Assistant
  
4. Civilian Fire Employees have the following holidays included in their PTO balances.
  - 4.1. Martin Luther King Day
  - 4.2. Presidents Day
  - 4.3. Good Friday
  - 4.4. Juneteenth
  - 4.5. Columbus Day
  - 4.6. Veteran's Day
  - 4.7. Friday After Thanksgiving
  
5. Civilian Fire Employees receive 3 additional floating Holidays which are separate from the PTO balance, (if NH is the Provider Unit this is subject to Mayor approval annually). These additional days must be used by the end of the calendar year and will not be allowed to carry over to the following year.
  - 5.1. Birthday
  - 5.2. Floating Holiday 1
  - 5.3. Floating Holiday 2
  
6. Civilian Employees will be paid for the following holidays in accordance with the Holiday Schedule.
  - 6.1. New Years Day—mandatory day off for civilian fire staff
  - 6.2. Memorial Day—mandatory day off for civilian fire staff
  - 6.3. July 4<sup>th</sup>—mandatory day off for civilian fire staff
  - 6.4. Labor Day—mandatory day off for civilian fire staff
  - 6.5. Thanksgiving—mandatory day off for civilian fire staff
  - 6.6. Christmas Eve—mandatory ½ day (4-hours) off for civilian fire staff
  - 6.7. Christmas—mandatory day off for civilian fire staff
  - 6.8. New Year's Eve—mandatory ½ day (4-hours) 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	48	
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 BC 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 time clock 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 for 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 31<sup>st</sup> )
  - 2.2. Easter Sunday (varies)
  - 2.3. Memorial Day (Varies)
  - 2.4. Independence Day (July 4<sup>th</sup>)
  - 2.5. Labor Day (Varies)
  - 2.6. Thanksgiving Day (Varies)
  - 2.7. Christmas Eve Day (December 24<sup>th</sup>)
  - 2.8. Christmas Day (December 25<sup>th</sup>)
  - 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.

## 1.34 Bereavement Leave

### Purpose:

To establish a standardized procedure for request and documentation associated with bereavement leave.

### Procedure:

#### 1. Notification

- 1.1. Once a member has experienced a loss of a relative as outlined in the contract, and the need for time off has been identified, he or she shall notify the District Chief.
- 1.2. Any pertinent information regarding the services should be shared with the District Chief so that appropriate adjustments to manpower can be made. This should include the relationship of the deceased and the number of days that will be needed to attend services.
- 1.3. Time may be granted, not to exceed a period of (7) seven calendar days, following the notification of the death of any of the following listed members family.
  - 1.3.1. Wife, Husband, Natural/Stepchildren, Grandparents, Grandparents In-Laws, Mother, Step-Mother, Father, Step-Father, Father In-Law, Mother In-Law, Brother, Sister, Daughter or Son In-Law, Grandchildren, Niece, Nephew, Niece/Nephew In Law, Any other family member living with department member.
- 1.4. Leaves will terminate the day of interment and the member will report back to work on their regular scheduled duty day.
- 1.5. Special arrangements in the form of transference of vacation may be made upon a member's needs.

#### 2. Form Completion

- 2.1. Upon returning to duty the first day following the service, the employee shall complete the requested time off in Nova-time. This form is located on the in Nova-Time under the Leave Management tab. All sections shall be completed.
- 2.2. As indicated on the bereavement form, documentation of attendance must be attached (e.g., obituary, bereavement card, funeral program, etc.).
- 2.3. The completed documentation shall be forwarded to the Administration office for final approval and processing.

3. Exceptions

- 3.1. Extensions or special arrangements for services must be pre-approved by the Fire Chief prior to the employee being granted time off outside the policies language.
- 3.2. Arrangements for time off outside of relatives designated may be considered consistent with the Emergency Time Off Policy.
- 3.3. Extensions may be eligible for coverage of the reserved sick bank with approval from the Fire Chief and Human Resource Director.

# 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



February 12, 2026

Territory Board Members,

I present to you a request to approve the hiring of Lauren Wyss as a Part-Time FF/ EMT Basic at the hourly rate of \$18.00, with a start date of February 22, 2026.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Call", is written in a cursive style.

Doug Call- Chief of Fire & EMS

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## 1.54 Safe Haven Procedures

### Purpose:

To outline the procedures to be followed for during an incident in which an infant who appears to be not more than thirty (30) days of age is surrendered to a Fire Station and/or inside of the Safe Haven Baby Box under the terms of IC 31-34-2.5-1.

### Procedure:

#### **Fire Station Relinquish / Safe Haven Baby Box:** Acceptance of an infant:

1. Once a firefighter has taken custody of an infant, the firefighter shall perform any act necessary to protect the infant's physical health or safety.
2. Initiate BLS/ALS care for the child. The infant should receive a complete exam with relevant treatments provided as outlined in the standing orders Regional Protocols.
3. The infant should remain in the basinet (if possible) provided in the Safe Haven Baby Box.
4. Once the firefighter has taken custody of the child, the child CANNOT be returned to the parent or guardian.
5. In the event the firefighter is confronted by a person who voluntarily left the infant within the Safe Haven Baby Box and the person is now requesting the infant back, the following shall be followed:
6. Advise the person that the infant must be treated and transported to the appropriate hospital. The infant will be transported to the hospital with emergency services personnel only.
7. Advise the person (mother) that medical care is available to her. If the mother agrees to treatment, a second EMS shall be called, and the mother transported in a separate ambulance.
8. The firefighter who has taken custody of the infant shall maintain custody of the infant until the infant is transferred to the EMS transport crew.
9. The Surrender Process Checklist shall be completed by the receiving Firefighter, it is the officer's responsibility to ensure this is completed and taken with the Transport EMS
10. By law, personnel are not allowed to ask any questions of the parent(s). However, fire personnel shall record any information that a parent(s) is willing to share, such as the child's health, race, date of birth, place of birth, or any medical history of the parent(s).
11. Advise ER staff to contact DCS

### **Notification:**

1. Company Officer or Senior Firefighter shall notify the Battalion Chief of the incident.
  - 1.1. BC to notify
    - 1.1.1. Chief
    - 1.1.2. Assistant Chief
    - 1.1.3. The Chief or his/her designee will notify SHBB within 2 hours

**DOCUMENTATION TO BE COMPLETED:**

1. EMS Run report
2. Surrender Process Document (top copy stays with fire department, bottom copy goes to Hospital)

**SAFE HAVEN BABY BOX TESTING:**

The Safe Haven Baby Box shall be tested weekly. The test will be conducted on Wednesdays.

**Test Procedure:**

1. Call Communications on the phone and advise the dispatcher of the weekly Baby Box Alarm Test. Ask the dispatcher to advise when they receive the alarm by radio.
  - 1.1. For Hartzell Road—call New Haven Dispatch 260-748-7080
  - 1.2. For Main Street in Woodburn—call CCP 260-449-3000
2. Open the Exterior door (alarm 1) and place simulated test baby inside the bassinet (alarm 2).
3. Orange bag containing information for new mother/guardian should fall out or be visible
4. Close the Exterior door
5. Once communications advised receiving the alarm, remove the simulated test baby from the bassinet.
6. Verify the alarm company back-up call was received by the Chief or his/her designee
7. Complete the Safe Haven baby Box Weekly Test Form.

**BABY BOX OUT OF SERVICE PROCEDURE:**

1. Put up the “Do Not Use” sign on the outside of the Baby Box
2. Lock the outside door of the Baby Box
3. Document on the Weekly Inspection Log; Date, reason why box is out of service, printed name
4. Notify the Battalion Chief
  - 4.1. BC shall notify
    - 4.1.1. Chief
    - 4.1.2. Assistant Chief

East Central Fire & EMS Volunteer Association

# Invoice

910 Hartzell Rd  
IN 46774-1833

Date	Invoice #
3/1/2026	1052

Bill To
East Central Fire & EMS Protection Territ 910 Hartzell Rd. New Haven, IN 46774

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	Q1 2026 Volunteer Stipend	10,000.00	10,000.00
		<b>Total</b>	\$10,000.00

# EAST CENTRAL

## FIRE AND EMS PROTECTION TERRITORY

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**STATION 5** - 17022 WOODBURN RD | MILAN TOWNSHIP



2/12/26

Territory Board Members

The Chief is requesting Additional Appropriations for the New Fire Engine. Allowing the Department to pay the New Fire Engine full at the time of purchase.

Sincerely

Doug Call