

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 February 12, 2026 at 3:00 pm by President Bob Byrd.

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

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

Previous Meeting Minutes

The minutes from the January Board meeting were amended to include the attachment for 2026 Full-time Employee Information Sheet. This change has been made.

Chad Bauer made the motion to approve the minutes from the January meeting. John Smith seconded the motion, and motion was approved.

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

Nays: none

Pay Claims

The pay claims were signed by Board members. Mark Smith made the motion to approve the pay claims. Chad Bauer seconded the motion, and motion was approved.

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

Nays: none

Mark Bradtmueller made a motion to move Item I, Territory Board Discussion of the Countywide Fire District, to the first item for discussion. John Smith seconded the motion, and motion was approved.

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

Nays: none

Territory Board Discussion on Countywide Fire District

Robert Boren Chief of the Northwest District and Jeromy Bush gave a presentation on the progress of establishing a countywide fire and EMS district.

Some key discussion items:

- uniformity of tax rates and service levels across all of Allen county
- the plan is to double the # of fire fighters in Allen county by 2032
- the budget for the countywide district will be projected out to 2032 and will reflect this increase
- the district does not include the Fort Wayne area even through 2032
- they are trying to create a 9 member Board to oversee the district and not some 30 member Board that is now required
- we would see no changes through 2026.

Unfinished Business

2026 Full-Time Employee Pay Scale

The Chief requests the approval of the 2026 Full-Time Employee Pay Scale. See attached.

Steve Ottenweller made a motion to approve the 2026 Full-Time Employee Pay Scale. Chad Bauer seconded the motion, and motion was approved.

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

Nays: none

2026 Part-Time Employee Pay Rates

The Chief requested the Board approve 2026 Part-Time Employee Pay Rates. There is no increase from 2025. See attached.

Steve Ottenweller made a motion to approve the 2026 Part-Time Employee Pay Scale. Chad Bauer seconded the motion, and motion was approved.

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

Nays: none

New Business

Policy 1.45 2026 East Central Bid

The Chief is requesting the approval of the changes to Policy 1.45 2026 East Central Bid.

Chad Bauer made a motion to approve the changes to Policy 1.45 2026 East Central Bid. Steve Ottenweller seconded the motion, and motion was approved.

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

Nays: none

Policy 1.27 Paid Time Off (PTO)

The Chief is requesting the approval of the changes to Policy 1.27 Paid Time Off (PTO).

Mark Bradtmueller made a motion to approve the changes to Policy 1.27 Paid Time Off (PTO). Mark Smith seconded the motion, and motion was approved.

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

Nays: none

Policy 1.34 Breavement Leave

The Chief is requesting the approval of the changes to Policy 1.34 Breavement Leave.

Steve Ottenweller made a motion to approve changes to the policy and procedure section 1.34 Breavement Leave. John Graber seconded the motion and the motion was approved.

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

Nays: none

Part-Time New Hire

The Chief is requesting the approval to hire Lauren Wyss as a Part-time FF/EMT Basic at the hourly rate of \$18.00, with a start date of February 22, 2026.

Chad Bauer made a motion to approve the hiring of Lauren Wyss as a Part-time FF/EMT. Mark Smith seconded the motion, and motion was approved.

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

Nays: none

Policy 1.54 Safe Haven Baby Box

The Chief is requesting the approval of the changes to Policy 1.54 Safe Haven Baby Box.

Mark Smith made a motion to approve changes to the Policy 1.54 Safe Haven Baby Box. John Graber seconded the motion and the motion was approved.

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

Nays: none

East Central Fire & EMS Quarterly Stipend Invoice #1032 in the Amount of \$10,000

The Chief is requesting the approval to pay the East Central Fire & EMS Quarterly Stipend Invoice #1032 in the Amount of \$10,000.

Steve Ottenweller made a motion to approve paying the East Central Fire & EMS Quarterly Stipend Invoice #1032 in the Amount of \$10,000. Chad Bauer seconded the motion and the motion was approved.

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

Nays: none

Additional Appropriations for New Fire Engine

The Chief is requesting additional appropriations for the new Fire Engine. The additional appropriations will allow the new Fire Engine be paid in full at the time of purchase. The amount requested is \$650,000. There is money in the budget to do this.

Mark Bradtmueller made a motion to approve the additional appropriations for the new Fire Engine at \$650,000. John Smith seconded the motion and the motion was approved.

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

Nays: none

Appointment of Merit Board Commission Board Members

Chad Bauer made a motion to appoint Mark Smith and Steve Ottenweller, as Board members, to the Merit Board Commision. John Smith seconded the motion and the motion was approved.

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

Nays: none

Carson LLP Group Contract for Fire district

The Chief is requesting the Board approve the hiring of Carson LLP Group to represent the interests of the East Central Fire and EMS Protection Territory in the development of the Allen Countywide Fire and EMS District.

Mark Bradtmueller made a motion to approve the hiring of Carson LLP Group to represent the interests of the East Central Fire and EMS Protection Territory in the development of the Allen Countywide Fire and EMS District. John Smith seconded the motion and the motion was approved.

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

Nays: none

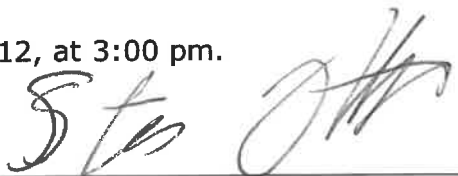
Adjournment

Mark Smith made the motion to adjourn the Board meeting. Jeff Abbot seconded the motion and the motion was approved.

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

Nays: none

The next regular scheduled meeting is March 12, at 3:00 pm.



Steve Ottenweller

Secretary



Bob Byrd
President



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
- J. Carsen LLP Group Contract for 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

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/>.

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 affect 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.

Steve Ottenweller

Secretary

Bob Byrd

President

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.

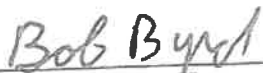
IX.

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

**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 1st pay cycle of March, and the 1st pay cycle of June, 1st pay cycle of September, and the 1st 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.

INDIANA SUMMARIZED FINANCIAL STATEMENT FOR NEW HAVEN

From 01/01/2026 to 02/28/2026
FUNDS: 2243, 4444, 2538

Fund	Description	Beginning Cash Balance 01/01/2026	Total Sources of Funds	Total Uses of Funds	Ending Cash Balance 02/28/2026
2243	FIRE TERRITORY FUND	3,105,401.15	75,315.81	485,453.83	2,695,263.13
2538	NHAT - FIRE SPECIAL EQUIPMENT FUND	332,970.25	2,270.00	5,854.35	329,385.90
4444	FIRE PROTECTION EQUIPMENT REPLACEMENT	1,776,718.77	12,082.58	24,811.48	1,763,989.87
Totals	All Funds:	5,215,090.17	89,668.39	516,119.66	4,788,638.90

REVENUE AND EXPENDITURE REPORT FOR NEW HAVEN

Balance as of 02/28/2026

GL Number	Description	Original Budget 2026	Amendments From Manual Journal Entries	Budget 2026	Activity For 02/28/2026 (Decr)	Period Balance DR (CR) 02/28/2026 Norm (Abnorm)	AvailTable Balance 02/28/2026 Norm (Abnorm)	% Bgdt Used
Fund: 2243 FIRE TERRITORY FUND								
Account Category: Revenues								
Department: 0000								
2243-0000-3002.00	AMBULANCE BILLING RECEIPTS	0.00	0.00	0.00	0.00	(48,330.33)	(48,330.33)	100.00
2243-0000-3009.00	EMS SUBSCRIPTIONS	0.00	0.00	0.00	0.00	(440.00)	(440.00)	100.00
2243-0000-3011.00	SNOW & SAUERTEIG REVENUE	0.00	0.00	0.00	0.00	(10,279.34)	(10,279.34)	100.00
2243-0000-3016.00	REFUNDS	0.00	0.00	0.00	25.00	(25.00)	(25.00)	100.00
2243-0000-3017.00	INTEREST REVENUE	0.00	0.00	0.00	0.00	(16,241.14)	(16,241.14)	100.00
Total Dept 0000		0.00	0.00	0.00	25.00	(75,315.81)	(75,315.81)	100.00
Revenues								
Account Category: Expenditures								
Department: 0100								
2243-0100-4111.00	FIRE CHIEF	86,162.00	0.00	86,162.00	0.00	6,627.78	79,534.22	7.69
2243-0100-4111.01	DEPUTY CHIEF/FIRE INSPECTOR	72,622.00	(71,784.16)	837.84	0.00	837.84	0.00	100.00
2243-0100-4112.00	DIVISION CHIEF EMS	82,469.00	0.00	82,469.00	0.00	3,171.87	79,297.13	3.85
2243-0100-4113.00	FIREFIGHTER/PARAMEDIC	1,239,187.00	0.00	1,239,187.00	0.00	76,490.12	1,162,696.88	6.17
2243-0100-4114.00	FIREFIGHTER/EMT	496,677.00	0.00	496,677.00	0.00	54,739.52	441,937.48	11.02
2243-0100-4114.01	FF/ADVANCED EMT	66,425.00	0.00	66,425.00	0.00	0.00	66,425.00	0.00
2243-0100-4116.00	FIRE INSPECTOR	0.00	71,784.16	71,784.16	0.00	4,756.49	67,027.67	6.63
2243-0100-4117.13	2 LIEUTENANTS @ ST# 5	202,938.00	0.00	202,938.00	0.00	16,397.99	186,540.01	8.08
2243-0100-4118.00	DISTRICT CHIEF 24/48	217,865.00	0.00	217,865.00	0.00	16,752.72	201,112.28	7.69
2243-0100-4119.00	EMS TRAINING OFFICER 40 HR	70,160.00	0.00	70,160.00	0.00	5,396.81	64,763.19	7.69
2243-0100-4120.00	FIRE TRAINING OFFICE 40 HR	70,160.00	0.00	70,160.00	0.00	5,405.24	64,754.76	7.70
2243-0100-4122.00	OVERTIME	200,000.00	0.00	200,000.00	0.00	19,695.51	180,304.49	9.85
2243-0100-4122.01	PART TIME/SUBSTITUTES	500,000.00	0.00	500,000.00	0.00	24,792.54	475,207.46	4.96
2243-0100-4122.02	APPOINTED POSITIONS	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00	0.00
2243-0100-4123.00	FIRE/EMS ADMINISTRATIVE ASST	30,000.00	0.00	30,000.00	0.00	5,321.23	24,678.77	17.74
2243-0100-4125.00	PROVIDING UNIT COMPENSATION	97,000.00	0.00	97,000.00	0.00	0.00	97,000.00	0.00
2243-0100-4126.00	CLOTHING- PAID PERSONNEL	41,625.00	0.00	41,625.00	815.64	1,224.63	40,400.37	2.94
2243-0100-4126.01	CLOTHING - PART TIME STAFF	4,800.00	0.00	4,800.00	0.00	0.00	4,800.00	0.00
2243-0100-4127.00	VOLUNTEER COMPENSATION	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00	0.00
2243-0100-4128.00	VOLUNTEER COMPENSATION	71,000.00	0.00	71,000.00	0.00	13,700.00	57,300.00	19.30
2243-0100-4129.00	LONGEVITY	3,024.00	0.00	3,024.00	0.00	450.00	2,574.00	14.88
2243-0100-4130.01	ROR PAY	30,000.00	0.00	30,000.00	0.00	0.00	30,000.00	0.00
2243-0100-4131.00	PHYSICALS	108,000.00	0.00	108,000.00	0.00	1,500.00	106,500.00	1.39
2243-0100-4138.00	HSA CONTRIBUTION	26,400.00	0.00	26,400.00	3,875.00	3,875.00	22,525.00	14.68
2243-0100-4139.00	MEDICAL DIRECTOR	559,260.00	0.00	559,260.00	0.00	46,678.44	512,581.56	8.35
2243-0100-4160.00	PERF	74,470.00	0.00	74,470.00	0.00	6,598.71	67,871.29	8.86
2243-0100-4161.00	457	600,000.00	0.00	600,000.00	0.00	46,539.91	553,460.09	7.76
2243-0100-4162.00	INSURANCE	49,880.00	0.00	49,880.00	0.00	4,244.94	45,635.06	8.51
2243-0100-4162.01	LIFE DENTAL DISABILITY	148,780.00	0.00	148,780.00	0.00	10,935.60	137,844.40	7.35
2243-0100-4163.00	SOCIAL SECURITY FICA	8,500.00	0.00	8,500.00	0.00	848.54	7,651.46	9.98
2243-0100-4211.00	OFFICE SUPPLIES	95,000.00	0.00	95,000.00	1,217.38	8,276.21	86,723.79	8.71
2243-0100-4221.00	FUEL	35,000.00	0.00	35,000.00	675.40	3,749.73	31,250.27	10.71
2243-0100-4222.00	OIL, TIRES, SUPPLIES, ETC.	80,800.00	0.00	80,800.00	2,570.10	11,290.01	69,509.99	13.97
2243-0100-4228.00	OXYGEN/SUPPLIES	15,000.00	0.00	15,000.00	782.09	1,286.53	13,713.47	8.58
2243-0100-4231.00	INTERNAL REPAIR	6,264.00	0.00	6,264.00	87.99	766.49	5,497.51	12.24
2243-0100-4290.00	OTHER SUPPLIES	800.00	0.00	800.00	0.00	500.00	300.00	62.50
2243-0100-4293.00	FIRE GEAR							

REVENUE AND EXPENDITURE REPORT FOR NEW HAVEN

Balance As of 02/28/2026

GL Number	Description	2026 Original Budget	Bdgt Amendments From Manual Journal Entries	2026 Amended Budget	Activity For 02/28/2026 Incr (Decr)	Period Balance DR (CR) 02/28/2026 Norm (Abnorm)	Available Balance 02/28/2026 (Abnorm)	% Bdgt Used
Fund: 2243 FIRE TERRITORY FUND								
Account Category: Expenditures								
Department: 0100								
2243-0100-4312.00	LEGAL SERVICES	8,000.00	0.00	8,000.00	1,320.00	1,320.00	6,680.00	16.50
2243-0100-4314.00	SOFTWARE/COMPUTERS	20,500.00	0.00	20,500.00	0.00	8,652.13	11,847.87	42.21
2243-0100-4321.00	TELEPHONE	20,000.00	0.00	20,000.00	388.87	2,630.13	17,369.87	13.15
2243-0100-4322.00	POSTAGE	2,000.00	0.00	2,000.00	0.00	44.15	1,955.85	2.21
2243-0100-4323.00	TRAVEL EXPENSE	5,000.00	0.00	5,000.00	0.00	823.46	4,176.54	16.47
2243-0100-4331.00	LEGAL ADS	700.00	0.00	700.00	0.00	0.00	700.00	0.00
2243-0100-4333.00	CONSULTANT, GRANTS, ETC.	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00	0.00
2243-0100-4341.00	WORKERS COMPENSATION	121,000.00	0.00	121,000.00	5,848.20	9,656.00	111,344.00	7.98
2243-0100-4343.00	PROPERTY/VEHICLE INSURANCE	112,000.00	0.00	112,000.00	0.00	0.00	112,000.00	0.00
2243-0100-4363.01	EMS BILLING/ REVENUE	104,000.00	0.00	104,000.00	980.50	9,355.99	94,644.01	9.00
2243-0100-4365.00	VEHICLE MAINTENANCE	100,000.00	0.00	100,000.00	11,822.74	17,548.07	82,451.93	17.55
2243-0100-4365.09	BUILDING MAINTENANCE	60,000.00	0.00	60,000.00	6,956.40	8,875.50	51,124.50	14.79
2243-0100-4365.10	EQUIPMENT MAINTENANCE	6,000.00	0.00	6,000.00	499.61	1,361.61	4,638.39	22.69
2243-0100-4368.00	RADIO REPAIR	8,000.00	0.00	8,000.00	0.00	536.82	7,463.18	6.71
2243-0100-4392.00	LADDER TESTING	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00	0.00
2243-0100-4394.00	OTHER	6,000.00	0.00	6,000.00	190.15	679.25	5,320.75	11.32
2243-0100-4395.00	FIRE PREVENTION	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	0.00
2243-0100-4396.00	TRAINING	42,000.00	0.00	42,000.00	380.06	7,891.45	34,108.55	18.79
2243-0100-4399.00	UTILITIES	110,000.00	0.00	110,000.00	2,225.48	13,098.37	96,901.63	11.91
2243-0100-4442.00	TRASH	4,000.00	0.00	4,000.00	0.00	54.00	3,946.00	1.35
	MISC EQUIPMENT	6,000.00	0.00	6,000.00	76.50	76.50	5,923.50	1.28
	Total Dept 0100	6,193,968.00	0.00	6,193,968.00	41,212.99	485,453.83	5,708,514.17	7.84
Expenditures								
	Fund 2243 - FIRE TERRITORY FUND:	6,193,968.00	0.00	6,193,968.00	41,212.99	485,453.83	5,708,514.17	7.84
TOTAL REVENUES								
	TOTAL EXPENDITURES	6,193,968.00	0.00	6,193,968.00	41,212.99	485,453.83	5,708,514.17	100.00
NET OF REVENUES & EXPENDITURES:								
		(6,193,968.00)	0.00	(6,193,968.00)	(41,187.99)	(410,138.02)	(5,783,829.98)	7.84

REVENUE AND EXPENDITURE REPORT FOR NEW HAVEN

Balance As of 02/28/2026

GL Number	Description	2026 Original Budget	Bdgt Amendments From Manual Journal Entries	2026 Amended Budget	Activity For 02/28/2026 Incr (Decr)	Period Balance DR (CR) 02/28/2026 Norm (Abnorm)	Available Balance 02/28/2026 (Abnorm)	% Bdgt Used
Fund: 2538 NHAT- FIRE SPECIAL EQUIPMENT FUND								
Account Category: Revenues								
Department: 0000								
2538-0000-3002.00	DONATIONS	0.00	0.00	0.00	0.00	(955.00)	(955.00)	100.00
2538-0000-3005.00	MISC REVENUE	0.00	0.00	0.00	0.00	(15.00)	(15.00)	100.00
2538-0000-3010.00	CPR CLASSES	0.00	0.00	0.00	0.00	(400.00)	(400.00)	100.00
2538-0000-3012.00	EVENTS	0.00	0.00	0.00	0.00	(900.00)	(900.00)	100.00
	Total Dept 0000	0.00	0.00	0.00	0.00	(2,270.00)	(2,270.00)	100.00
Revenues								
		0.00	0.00	0.00	0.00	(2,270.00)	(2,270.00)	100.00
Account Category: Expenditures								
Department: 0100								
2538-0100-4241.00	MISC SUPPLIES/FD SPECIAL EQUIP	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00
2538-0100-4290.00	OTHER SUPPLIES	4,000.00	2,000.00	6,000.00	0.00	4,324.35	1,675.65	72.07
2538-0100-4442.00	MISC EQUIPMENT	5,000.00	30,000.00	35,000.00	0.00	0.00	35,000.00	0.00
2538-0100-4442.10	CPR CLASSES	0.00	4,020.78	4,020.78	0.00	0.00	4,020.78	0.00
2538-0100-4442.12	EVENTS	0.00	356.50	356.50	0.00	0.00	356.50	0.00
2538-0100-4442.14	EMT TRAINING CLASS EXPENSES	0.00	17,649.94	17,649.94	0.00	1,530.00	16,119.94	8.67
	Total Dept 0100	14,000.00	54,027.22	68,027.22	630.00	5,854.35	62,172.87	8.61
	Expenditures	14,000.00	54,027.22	68,027.22	630.00	5,854.35	62,172.87	8.61
Fund 2538 - NHAT- FIRE SPECIAL EQUIPMENT FUND:								
	TOTAL REVENUES	0.00	0.00	0.00	0.00	(2,270.00)	(2,270.00)	100.00
	TOTAL EXPENDITURES	14,000.00	54,027.22	68,027.22	630.00	5,854.35	62,172.87	8.61
	NET OF REVENUES & EXPENDITURES:	(14,000.00)	(54,027.22)	(68,027.22)	(630.00)	(3,584.35)	(64,442.87)	

REVENUE AND EXPENDITURE REPORT FOR NEW HAVEN

Balance As of 02/28/2026

GL Number	Description	2026 Original Budget	Bdgt Amendments From Manual Journal Entries	2026 Amended Budget	Activity For 02/28/2026 Incr (Decr)	Period Balance DR (CR) 02/28/2026 Norm (Abnorm)	Available Balance 02/28/2026 Norm (Abnorm)	% Bdgt Used
Fund: 4444 FIRE PROTECTION EQUIPMENT REPLACEMENT								
Account Category: Revenues								
Department: 0000								
4444-0000-3002.00	EMS EQUIPMENT FUND REVENUE	0.00	0.00	0.00	0.00	(12,082.58)	(12,082.58)	100.00
Total Dept 0000		0.00	0.00	0.00	0.00	(12,082.58)	(12,082.58)	100.00
Revenues								
Account Category: Expenditures								
Department: 0100								
4444-0100-4293.00	FIRE GEAR	50,000.00	0.00	50,000.00	1,041.63	3,410.21	46,589.79	6.82
4444-0100-4364.00	BUILDING MAINT	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00	0.00
4444-0100-4365.00	REPAIR AND MAINTENANCE	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00	0.00
4444-0100-4365.07	NEW SOFTWARE/COMPUTERS	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00	0.00
4444-0100-4380.00	LEASE PAYMENT PRINCIPAL	300,000.00	0.00	300,000.00	0.00	0.00	300,000.00	0.00
4444-0100-4380.01	LEASE PAYMENT INTEREST	1.00	0.00	1.00	0.00	0.00	1.00	0.00
4444-0100-4411.01	LAND/FUTURE DEVELOPMENT	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
4444-0100-4422.00	FIRE STATION	80,000.00	0.00	80,000.00	0.00	0.00	80,000.00	0.00
4444-0100-4440.00	TANKER	1.00	0.00	1.00	0.00	0.00	1.00	0.00
4444-0100-4441.00	PUMPER	330,000.00	0.00	330,000.00	0.00	0.00	330,000.00	0.00
4444-0100-4441.02	UPGRADE COMPUTER INFRASTRUCTURE	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00
4444-0100-4441.03	COMPUTER, EQUIP REPLACEMENT, COPIER	2.00	0.00	2.00	0.00	0.00	2.00	0.00
4444-0100-4441.04	800 MZ RADIO UPGRADE	1.00	0.00	1.00	0.00	0.00	1.00	0.00
4444-0100-4441.05	ALS EQUIPMENT/OTHER	100,000.00	0.00	100,000.00	0.00	12,851.24	87,148.76	12.85
4444-0100-4441.06	COT, STAIR CHAIR, PT MOVEMENT	1.00	0.00	1.00	0.00	0.00	1.00	0.00
4444-0100-4442.00	AERIAL LADDER TRUCK	20,000.00	(20,000.00)	0.00	0.00	0.00	0.00	0.00
4444-0100-4443.00	OTHER/MISCELLANEOUS EQUIPMENT	0.00	20,000.00	20,000.00	2,819.29	8,550.03	11,449.97	42.75
4444-0100-4444.00	COMMAND VEHICLE	1.00	0.00	1.00	0.00	0.00	1.00	0.00
4444-0100-4444.01	OFF-ROAD /ATV/UTV	1.00	0.00	1.00	0.00	0.00	1.00	0.00
Total Dept 0100		978,008.00	0.00	978,008.00	3,860.92	24,811.48	953,196.52	2.54
Expenditures								
Fund 4444 - FIRE PROTECTION EQUIPMENT REPLACEMENT:								
TOTAL REVENUES		0.00	0.00	0.00	0.00	(12,082.58)	(12,082.58)	100.00
TOTAL EXPENDITURES		978,008.00	0.00	978,008.00	3,860.92	24,811.48	953,196.52	2.54
NET OF REVENUES & EXPENDITURES:		(978,008.00)	0.00	(978,008.00)	(3,860.92)	(12,728.90)	(965,279.10)	
Report Totals:								
TOTAL REVENUES - ALL FUNDS		0.00	0.00	0.00	25.00	(89,668.39)	(89,668.39)	100.00
TOTAL EXPENDITURES - ALL FUNDS		7,185,976.00	54,027.22	7,240,003.22	45,703.91	516,119.66	6,723,883.56	7.13
NET OF REVENUES & EXPENDITURES:		(7,185,976.00)	(54,027.22)	(7,240,003.22)	(45,678.91)	(426,451.27)	(6,813,551.95)	

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, 2025

Part-Time Pay Rates for 2026

Position	Base	Top
FF Intern	<u>\$7.25</u>	\$9.00
EMT Intern (NOT CHECKED OFF)	<u>\$7.25</u>	\$13.10
FF Only	<u>\$15.00</u>	\$18.50
FF/First Responder	<u>\$16.00</u>	\$19.00
FF/EMT-Basic	<u>\$18.00</u>	\$20.75
EMT Basic ONLY	<u>\$17.00</u>	\$19.50
FF/ADVANCED EMT	<u>\$18.00</u>	\$21.75
ADVANCED EMT ONLY	<u>\$17.00</u>	\$20.60
FF/Paramedic	<u>\$18.00</u>	\$28.50
Paramedic Only	\$18.00	\$25.50
Fire Inspector Part-Time	<u>\$12.36</u>	\$22.80
SCBA Technician	<u>\$12.36</u>	\$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.

**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



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 1st 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-schednled 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. Indenpendance Day | 5. Labor Day | 6. Thanksgiving Day |
| 7. Christmas Eve Day | 8. Christmas Day | |

Annual Employee Physical

457 Contribution Territoy 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, employec may receive \$20/24 hours, \$10/12 hours. ROR must be approved by Chief or his/her designec

**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, 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
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 3rd 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 2nd spot on M115 and the 4th 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 11th, 2026 at 6:30am

The bid will take place on the 2nd Friday of October 2025 at 11am. (Friday October 10th, 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 11th, 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 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	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 4th—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 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.

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', written in a cursive style.

Doug Call- Chief of Fire & EMS

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 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



2/12/26

Territory Board Members

RE: Additional Appropriations for the New Fire Engine

The Chief is requesting Additional Appropriations for the New Fire Engine. The Additional Appropriations will allow the New Fire Engine to be paid in full at the time of purchase. The amount requesting is \$650,000.00

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Call". The signature is fluid and cursive, with a large initial "D" and "C".

Doug Call
Chief of Fire & EMS

East Central Fire & EMS Volunteer Association

910 Hartzell Rd
IN 46774-1833

Invoice

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
		Total	\$10,000.00

**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 1st pay cycle of March, and the 1st pay cycle of June, 1st pay cycle of September, and the 1st 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



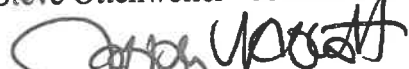
Lauren Krinn - Station Board Member



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



CarsonLLP.com The Harrison
301 W. Jefferson Boulevard, Suite 200
260 423-9411 Fort Wayne, IN 46802

Christopher L. Nusbaum
cnusbaum@carsonllp.com

February 9, 2026

VIA E-MAIL - emschief@newhaven.in.gov

Doug Call
Fire Chief - East Central Fire & EMS Protection Territory

RE: Engagement Letter

Dear Mr. Call:

Thank you for engaging Carson LLP to represent you with respect to your general business and litigation needs. The Firm also will represent you in other legal matters at your request, if we accept those matters for such representation. When we accept any additional engagements in the future, our fee arrangement will be reviewed at that time. We look forward to working with you and will do our best to provide the highest quality legal services in a responsive, efficient manner.

A clear understanding of the terms and conditions upon which we will be providing legal services is fundamental to a sound relationship. Accordingly, the purpose of this Letter Agreement and the attached Standard Terms and Conditions of Engagement (the "Terms") is to clarify and confirm these terms and conditions. The Terms are incorporated by reference in this Letter Agreement.

In reliance upon information and guidance provided by you, we will provide you legal counsel and assistance, keep you reasonably informed of progress and developments, and respond to your inquiries.

As we discussed, I will be the attorney in charge of this matter and responsible for the day-to-day management of the case. Other Firm personnel may assist me as needed to provide quality legal services in an efficient, economical manner. My current hourly rate is \$350.00. Different rates may be charged for work delegated or assigned to other attorneys, paralegals, and staff of the Firm. Currently, the hourly rates for attorneys who may be assigned to your matter range from \$125.00 to \$350.00. There is no discount to the hourly rate for travel time.

Our policy is to submit statements for services and costs on a periodic basis, typically monthly, which helps us keep you informed of the time devoted to the Company's matter. For projects which are expected to be completed in a relatively short span of time, we may choose to bill the entire cost upon completion.

To protect both of us and to comply with our professional obligations, our representation of you is subject to clearance of any conflicts of interest with present or former clients of our Firm. However, this process has already been completed.

We appreciate the confidence and trust you have demonstrated by the engagement of the Firm. While we cannot promise or guarantee any particular result, we do endeavor to provide prompt, efficient and competent services in return. **If your understanding of our agreement is different than the terms set forth above, please contact me promptly. If the terms of this Letter Agreement are acceptable, please sign the original of this letter on the appropriate line, initial all the pages of the Standard Terms of Engagement, return the signed original to me, in the enclosed envelope, and keep a copy of the signed Letter Agreement for your records. By signing below, you agree to timely pay the Firm of all attorney fees, advances, and expenses incurred on the basis stated in this Letter Agreement and in the Terms.**

Thank you for allowing us to assist you in this matter.

Very truly yours,

CARSON LLP



Christopher L. Nusbaum

CLN/js
Enclosures

The undersigned acknowledges and agrees to the provisions of this Letter Agreement and the attached Standard Terms and Conditions of Engagement.

Date: _____

By: _____
Doug Call, Fire Chief
East Central Fire & EMS Protection Territory

"CLIENT"

STANDARD TERMS AND CONDITIONS OF ENGAGEMENT

1. **DEFINITIONS.** For the purposes of this document and the Letter Agreement (as defined below), the following terms have the meanings stated, unless a different meaning is clearly indicated by the context.

1.1 **"Client"** (and in the plural, **"Clients"**) or **"You"** (and in the possessive form, **"Your"**). Each person and entity identified in the Letter Agreement as our client.

1.2 **"Firm"** (and in the possessive form, **"Our"**). The law firm of Carson LLP.

1.3 **"Guarantor"**. Each person and entity who signs the Letter Agreement as a guarantor to guarantee payment of fees and other payments due the Firm under the Letter Agreement.

1.4 **"Letter Agreement"**. The letter agreement signed by the Client(s), an authorized representative of the Firm, and, if applicable, the Guarantor(s).

2. FEES.

2.1 We take into account many factors in billing for services rendered. The principal factor is our schedule of hourly rates, and most statements for services are the product of the time worked (in units of tenths or quarters of an hour) multiplied by the hourly rates for the attorneys and paralegals who did the work. The Client will be billed for all time spent on its behalf, including, without limitation, conferences, telephone calls, drafting, research, and travel.

2.2 It is impossible to determine in advance how much time will be needed, since that depends on many things beyond our control. Any projection of fees we give the Client for the cost of all or part of our engagement is merely an estimate.

2.3 Our schedule of hourly rates for attorneys and other members of the professional staff is based on years of experience, specialization in training and practice, level of professional attainment, and overhead costs. Currently, our hourly rates range from \$125.00 for paralegals to \$350.00 for our most senior partners. We reconsider our schedule of hourly rates annually, and we may revise them at that time. If we change our rates, the new rates will go into effect immediately without special notice to the Client. Upon request, we will provide a Client with the rates of those professional staff working on an engagement on an hourly basis.

3. **COSTS.** It is usually necessary for us to incur, as agent for our Client, expenses for items such as filing fees, travel, lodging, meals, extraordinary photocopying, and courier services. Many engagements require substantial amounts of costly ancillary

services such as outside duplication services and computerized legal research. The Client is responsible for all costs incurred on the Client's behalf. In order to allocate these expenses fairly and to keep our hourly rates as low as possible for those matters which do not involve such expenditures, these items are separately itemized on our statements as "costs advanced" or "disbursements". We will not advance major out-of-pocket expenses, including outside fees and expenses, unless we make special arrangements in advance. Such expenses will be billed directly, or forwarded, to the Client.

4. **BILLING.** Hourly fees and expenses will be billed monthly. Payment is due within thirty days of mailing of the statement, unless we agree otherwise in writing. Other billing arrangements, if any, are described in the Letter Agreement.

5. **LATE PAYMENTS.** We are confident that our clients make every effort to pay us timely. Occasionally, however, a client has difficulty in making timely payment. To avoid burdening those clients who pay their statements timely with higher fees reflecting the added costs we incur as a result of clients who are delinquent, we will impose on your statements an interest charge of one percent per month (12% per annum) for late payments. In no event will the interest charge be greater than permitted by applicable law.

6. **NON-PAYMENT OF FEES AND COSTS.**

6.1 Your failure to pay any statement rendered when due will constitute a default. In the event of a default, you agree that in our discretion we may immediately cease all legal services on your behalf or discontinue our representation (subject to our ethical obligations and any other applicable provision of law).

6.2 In the unlikely event that we are required to institute legal proceedings to collect fees and costs owed by the Client, we will be entitled to reimbursement of our reasonable attorneys' fees and other costs of collection. In connection with any such proceeding, the Client, the Guarantor (if any), and we:

6.2.1 Agree that the proceeding may be brought in either the Allen County Superior or Circuit Court of the State of Indiana, or in the United States District Court for the Northern District of Indiana; and

6.2.2 Consent to venue and personal jurisdiction in those courts.

7. **TERMINATION.** The Client has the right to terminate our representation by written notice at any time. In that event, the Client is not relieved of the obligation to pay for all services rendered and costs incurred on the Client's behalf prior to receipt of such notice. We have the same right to terminate our engagement, subject to an obligation to give the Client reasonable notice to arrange alternative representation.

8. **APPLICABLE LAW.** The laws of the State of Indiana will govern the interpretation of the Letter Agreement, including all rules or codes of professional responsibility which apply to the provision of services by us.

9. **PAYMENT BY OTHERS.**

9.1 Sometimes another party to a transaction agrees to pay the Client's legal fees, or a court may order the Client's adversary to pay all or a part of the Client's legal fees and costs. However, in such case the Client remains primarily liable for payment of all fees and costs. Any amounts received from others will be credited to the Client's account.

9.2 Each person who signs the Letter Agreement as Client or as Guarantor agrees to be jointly and severally liable to pay all sums due to the Firm under the Letter Agreement.

To Our Clients:

Recent federal legislation entitled the “Gramm-Leach-Bliley Act” requires all “financial institutions” to inform their clients of their policies regarding privacy of client information. The law applies not only to traditional banks, savings or lending organizations, but also to numerous small businesses not usually thought of as financial institutions. Although we are required under state law and under our ethical rules to keep all client information confidential, we are providing you a privacy policy pursuant to the Gramm-Leach-Bliley Act. Please review our privacy notice reminding you of the strict ethical rules under which we practice and our commitment to maintain the privacy of our confidences. If you have any questions regarding this policy, please feel free to contact us.

Privacy Notice

The attorneys at Carson LLP have been and continue to be bound to professional standards of confidentiality that are even more stringent than those required by the Gramm-Leach-Bliley Act. We have always protected your right to privacy and remain committed to do so in the future.

In the course of providing you legal advice regarding matters such as personal income tax, estate planning, and gift tax advice, we may receive some significant personal financial information. Such information may be obtained from the client, generated as a result of the services provided, or received from third parties involved in, or affiliated with, the services provided.

It is the policy of Carson not to disclose any information to people outside the firm, except as agreed to by you, or as required or permitted under an applicable law or ethical rule. All client information is kept confidential in accordance with the high standards of attorney-client confidentiality.

We retain records relating to the professional services we provide so that we are better able to assist you with your professional needs. We maintain physical, electronic, and procedural safeguards that comply with our professional standards. In addition, we restrict access to non-public information to those employees who need to know that information to provide the applicable services.

Carson remains dedicated to the highest principles of maintaining client confidences.