



Brownsburg Fire Territory

Vigilantly Serving Our Community

EXECUTIVE BOARD REGULAR MEETING

AGENDA

Tuesday, January 16, 2024

6:00 P.M.

Brownsburg Fire Territory Headquarters
470 East Northfield Drive
Brownsburg, Indiana 46112
Classroom B

-
- I. CALL TO ORDER
 - II. PLEDGE OF ALLEGIANCE; MOMENT OF SILENCE
 - III. ROLLCALL TO DETERMINE QUORUM BY PRESIDING OFFICER
 - A. Rollcall
 - B. New Firefighters' Recognition
 - IV. ELECTION OF CHAIRMAN FOR 2024
 - V. APPOINTMENT OF SECRETARY FOR 2024
 - VI. APPOINTMENT OF ATTORNEY FOR 2024
 - VII. CITIZENS COMMENTS RELATED TO AGENDA ITEMS
 - VIII. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S):
 - Regular Meeting: Tuesday, December 19, 2023 (page 6)
 - IX. APPROVAL OF EXPENSE REPORT(S): December 2023 Activity: \$183,346.02 (page 12)
 - X. EXECUTIVE BOARD ITEMS
 - Old Business
 - A. None.
 - New Business
 - A. 2024 Uniform Conflict of Interest (UCOI) Statements (page 29)
 1. J. Butts for Mabriz Cleaning, LLC
 2. J. Kish for Dinges Fire Company
 3. C. Laws for Custom Graphix, LLC
 4. D. Ross for First Due Company, LLC

The BFT acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e., sign interpretive services, alternative audio/video devices, and amanuenses) for participation in or access to Town sponsored public programs, services, and/or meetings, the BFT requests that individuals make requests for these services two business days ahead of the scheduled program, service, and/or meeting. To make arrangements, contact us at 317-852-1190 or Admin@BrownsburgFire.org.



Brownsburg Fire Territory

Vigilantly Serving Our Community

XI. FIRE CHIEF ITEMS

Old Business

- A. Pumper Purchase (page 42)
- B. Strategic Coverage and Risk Reduction (page 43)

New Business

- A. Monthly Staff Reports
 - 1. December 2023 Activity (page 45)
- B. Job Descriptions, General Orders, and Policies
 - 1. Job Description: 13006 *Lieutenant* (page 52)
 - 2. General Order: 2023-06-304 *Shift Trading* (page 57)
 - 3. General Order: 2023-10-116 *Bid System* (page 60)
 - 4. Policy: 501 *Work Schedules, Tardiness, and No Call/No Show* (page 66)

XII. ATTORNEY ITEMS

XIII. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS

XIV. COMMENTS FROM FLOOR

XV. DATE, TIME, AND LOCATION OF NEXT REGULAR EXECUTIVE BOARD MEETING

Date and Time: Tuesday, February 20, 2024 at 6:00 p.m.
Location: Brownsburg Fire Territory Headquarters
470 East Northfield Drive • Brownsburg, IN 46112
Classroom B

XVI. ADJOURNMENT

The BFT acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e., sign interpretive services, alternative audio/video devices, and amanuenses) for participation in or access to Town sponsored public programs, services, and/or meetings, the BFT requests that individuals make requests for these services two business days ahead of the scheduled program, service, and/or meeting. To make arrangements, contact us at 317-852-1190 or Admin@BrownsburgFire.org.



EXECUTIVE BOARD ACTION

IV. ELECTION OF CHAIRMAN FOR 2024

Summary

Re-stated Interlocal Cooperation Agreement for the Brownsburg Fire Territory
Article II
Executive Board
Section 2.3. Chairman.

“The chairmanship of the Executive Board shall rotate on an annual calendar year basis among the executives from each Participating Unit.”

Attachments

- (None.)

Actions

- 01/16/24: Executive Board to elect Chairman. Rotation for 2024 falls to Lincoln Township.



EXECUTIVE BOARD ACTION

V. ELECTION OF SECRETARY FOR 2024

Summary

Re-stated Interlocal Cooperation Agreement for the Brownsburg Fire Territory
Article II
Executive Board
Section 2.4. Secretary.

“The Executive Board shall appoint a secretary at the first meeting of each calendar year...”

Attachments

- (None.)

Actions

- 01/16/24: Executive Board to appoint Secretary.



EXECUTIVE BOARD ACTION

VI. APPOINTMENT OF ATTORNEY FOR 2024

Summary

Re-stated Interlocal Cooperation Agreement for the Brownsburg Fire Territory
Article II
Executive Board
Section 2.12(j). Powers, Duties and Responsibilities

“The Executive Board shall appoint an attorney for the Territory at the First meeting of each calendar year. The attorney for the Territory shall provide such legal consultation and representation as is deemed necessary by the Executive Board, the Safety Board and the Department as required. The attorney for the Territory shall cooperate and communicate with the attorneys for the Participating Units.”

Attachments

- (None.)

Actions

- 01/16/24: Executive Board to appoint Attorney.



EXECUTIVE BOARD ACTION

VIII. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Summary

Regular Meeting, Tuesday, December 19, 2023

Attachments

- DRAFT_BFT Executive Board Regular Meeting_Minutes_Tue 12-19-2023 1800.pdf

Actions

- 01/16/24: Board consideration, questions, and vote on approval



EXECUTIVE BOARD Regular Meeting

Brownsburg Fire Territory Headquarters
470 East Northfield Drive
Brownsburg, Indiana 46112
Classroom B

MEETING MINUTES
Tuesday, December 19, 2023
6:00 P.M.

Attendees

Travis Tschaenn, Town of Brownsburg Representative (Chairman)
Angela Delp, Brown Township Trustee
Steve Patterson, Lincoln Township Trustee
Larry C. Alcorn, Fire Chief
Tina Betuker, Recording Secretary

I. CALL TO ORDER

Mr. Tschaenn called the Brownsburg Fire Territory (BFT) Executive Board (the “Board”) meeting to order at 6:00 p.m.

II. PLEDGE OF ALLEGIANCE; MOMENT OF SILENCE

Everyone in attendance recited the Pledge of Allegiance and observed a moment of silence.

III. ROLL CALL TO DETERMINE QUORUM BY PRESIDING OFFICER

A. Rollcall

Rollcall was taken and it was determined that all Board members were present.

B. Community Service Recognition

Alexander Freeman was recognized by the Executive Board and Fire Chief Larry C. Alcorn for heroic efforts related to a fire incident on December 6, 2023.

IV. CITIZENS COMMENTS RELATED TO AGENDA ITEMS

Mr. David Weyant, P.O. Box 513, Brownsburg, Indiana: regarding Headquarters relocation



V. APPROVAL OF PREVIOUS MINUTES FROM PREVIOUS MEETING(S):

- Regular Meeting: Tuesday, November 21, 2023

Ms. Delp made a motion to approve the minutes for the Regular meeting dated Tuesday, November 21, 2023, as presented. Mr. Patterson seconded the motion. There were no questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud.

VI. APPROVAL OF EXPENSE REPORT(S):

November 2023 Activity: \$514,247.96

Mr. Patterson made a motion to approve the expense reports for November 2023 in the amount of \$514,247.96. Ms. Delp seconded the motion. Ms. Delp asked about Line #22, Frost Brown Todd Attorneys, LLC in the amount of \$46,920.03. Specifically, are the expenses reviewed to ensure none are duplicated and why the cost is so high. Chief Alcorn confirmed he is reviewing the invoices to ensure all charges are correct. Also, an employee issue, and the process to purchase both property and apparatus contribute to increased costs. Mr. Tschaenn noted that the Town of Brownsburg also receives semi-annual invoicing. Ms. Delp asked if the invoices could be received on a timelier basis. Chief Alcorn stated that, as the attorney works for the Board, they would need to address the issue directly. Ms. Delp asked if the attorney appointment occurs in January of each calendar year and Chief Alcorn confirmed this is correct. There were no further questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud.

VII. EXECUTIVE BOARD ITEMS

Old Business

- A. None.

New Business

- A. 2024 Meeting Dates and Times

Mr. Patterson made a motion to accept the meeting dates and times as presented – (typically) the third Tuesday of each month at 6:00 p.m. to be held at Brownsburg Fire Territory Headquarters located 470 East Northfield Drive in Brownsburg, Indiana. Ms. Delp seconded the motion, which passed unanimously by a vote of 3-0; votes were cast aloud.

VIII. FIRE CHIEF ITEMS

Old Business

- A. Pumper Purchase

Chief Alcorn notified the Board that the manufacturer approved at the November 21, 2023 Regular meeting (Pierce), extended the pumper delivery date beyond what is reasonable for the



Brownsburg Fire Territory

Vigilantly Serving Our Community

BFT. Chief Alcorn requested approval of a new manufacturer – EOne – who could deliver a new pumper in 28 months. He noted that the three active engines are EOnes, that EOne had vehicle motors in stock and, as these were manufactured prior to the NFPA new build requirements, the cost is around \$15,500.00 less than originally requested. Unanimous consent (3-0) was verbally given to switch manufacturers.

B. Strategic Coverage and Risk Reduction: Station #134/HQ

Chief Alcorn notified the Board that, at their Thursday, December 7, 2023 Regular meeting, the Town of Brownsburg Town Council passed Agenda Item #6.2 “Motion for Consideration of Land Acquisition for Potential Fire Station” then passed Resolution #2023-29 “A Resolution for Authorization to Transfer an appropriation within the 2023 Budget.” The resolution approved the transfer of \$10,000.00 from 2243.207.309-Professional Services to 2243.207.401-Land Acquisition. The funds represent earnest money for land purchase related to proposed Station #134/HQ. Chief Alcorn stated his appreciation of the Clerk-Treasurer for the timely handling of this process. Chief Alcorn noted that the land purchase contract is not valid until ratified by the Board and requested approval to execute the land purchase contract. In addition, he stated that the contract had been reviewed by both the BFT and Seller’s legal counsel. Mr. Peterson made a motion to approve the contract. Ms. Delp seconded the motion. Mr. Patterson asked if the approval would represent only the land purchase and Chief Alcorn confirmed this is true. In response to Mr. Weyant’s questions during Citizen’s Comments Related to Agenda Items, Chief Alcorn stated that the current Headquarters building was a renovated pre-1990 built former truck repair shop, is inefficient in both layout and utility usage, and in need of major repairs (future roof, windows, doors, etc.). Mr. Tschaenn noted that the site is located within the Town of Brownsburg commercial district. In addition, property adjacent to the new site could potentially be purchased to expand the footprint. Ms. Delp asked if the training grounds would be part of the new site. Mr. Tschaenn stated Chief Alcorn is exploring options. Chief Alcorn stated that he had discussed a potential partnership with Indiana Department of Homeland Security (INDHS) to expand the existing training grounds and offering use to other departments; however, INDHS was not interested, instead utilizing Plainfield’s facility for classroom space. He noted that the state is in the process of establishing fourteen live-fire sites, but that these are solely intended for use by volunteer departments. There were no further questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud.

New Business

A. Monthly Staff Reports

1. November 2023 Activity

Chief Alcorn presented the monthly staff reports for November 2023 activity. There were no questions or comments.



Brownsburg Fire Territory

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B. Asset(s): Request for Bid/Disposal/Transfer

	ITEM	SERIAL NUMBER	VALUE	NOTES	REQUEST
1	Panasonic 4k Video Camera	Model# HC-X1000	\$0	Burn marks on circuit board. Could not be repaired without sending to manufacturer who required fee to initiate conversation regarding issue.	Disposal
	<END OF REPORT>				

Chief Alcorn requested permission to dispose of Item #1 “Panasonic 4k Video Camera” as it is inoperable and unrepairable. Mr. Patterson made a motion to approve disposal of the item listed. Ms. Delp seconded the motion. There were no questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud.

C. General Order #2023-12-1100 *Uniforms* (Revision)

Chief Alcorn presented General Order #2023-12-1100 *Uniforms*. Ms. Delp asked if the draft represented updates. Chief Alcorn clarified that the General Order had been re-written under the guidance of Deputy Chief of Administration Todd Miller with support from the Firefighters Local #4406. Mr. Patterson made a motion to approve General Order #2023-12-1100 as presented. Ms. Delp seconded the motion. There were no further questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud. The approved motion converts the General Order into Policy.

D. Station #131: Renovations

As 2022 budgeted monies for Fire Station 3131 renovations were re-assigned to cover an emergency septic issue at Fire Station #132, Chief Alcorn – with the Board’s approval at their Tuesday, April 11, 2023 Regular meeting – published bid notices on November 17, 2023 and November 24, 2023; however, no bids were received. He stated he would retry in 2024, and that monies allocated under the 2023 budget for gear lockers would be released (to be appropriated at a later time).

IX. ATTORNEY ITEMS

None.

X. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS

Mr. Patterson noted that the Lincoln Township appointed Brownsburg Fire Territory Safety Board member had resigned and a replacement appointee is in progress.

XI. COMMENTS FROM THE FLOOR

- Mr. Dave Weyant, P.O. Box 513, Brownsburg, Indiana: regarding training grounds relocation, use, and funding; also, change in Pumper manufacturer.
- Mr. Jim Murphy, 10726 North State Road 267, Brownsburg, Indiana: regarding Pumper lead time; also, Station #134/HQ relocation cost responsibility.



Brownsburg Fire Territory

Vigilantly Serving Our Community

XII. DATE AND LOCATION OF NEXT REGULAR EXECUTIVE BOARD MEETING

The Board members confirmed the next meeting, as published:

Date and Time: Tuesday, January 16, 2024
6:00 p.m.

Location: Brownsburg Fire Territory Headquarters
Classroom B
470 East Northfield Drive • Brownsburg, Indiana 46112

XIII. ADJOURNMENT

Mr. Patterson made a motion to adjourn. Ms. Delp seconded the motion and the meeting adjourned at 6:26 p.m.

Meeting minutes are a summary of actions taken at the Brownsburg Fire Territory Executive Board meeting. Please visit www.Brownsburg.org, select "Live and Archived Meetings" from the Government menu, scroll for the desired "Fire Territory Executive Board meeting."

Questions may be directed to Fire Chief Larry C. Alcorn at lalcorn@BrownsburgFire.org or via mail to 470 East Northfield Drive, Brownsburg, IN 46112

Angela Delp, Brown Township Trustee

Date

Steve Patterson, Lincoln Township Trustee

Date

Travis Tschaenn, Town of Brownsburg Representative (Chairman)

Date

Attest: _____

Tina Benker, Recording Secretary

Date



EXECUTIVE BOARD ACTION

IX. APPROVAL OF EXPENSE REPORT(S)

Summary

December 2023 expenditures

•	2243-General Operating Fund	\$	182,312.19
•	4444.207.387-PPE Equipment	\$	945.70
•	4444.207.442-Computers	\$	88.13
Total:		\$	183,346.02

Attachments

- Expense Detail Report and EXP and REV: 2243, 4444, 2502, 4651 and 2300: 12/2023

Actions

- 01/16/24: Vote regarding approval pending

LINE	DATE	FUND	AMOUNT	TRANS. TYPE	VENDOR	REPORT TITLE
1	12/5/2023	2243.207.223-Office Supplies	\$ (19.47)	52240	Amazon Capital Services-4717	STATION TIME-OFF CALENDAR PLANNERS
2	12/5/2023	2243.207.225-Uniforms	\$ (715.47)	52257	MES-Indiana-7380	NEW HIRE: UNIFORM ITEMS
3	12/5/2023	2243.207.233-Training Supplies	\$ (603.34)	52245	Lowe's-9486	TRAINING SUPPLIES & TOOLS
4	12/5/2023	2243.207.290-Medical Supplies	\$ (192.00)	52242	Indianapolis EMS-13557	O2 CYLINDERS
5	12/5/2023	2243.207.292-Operating Supplies	\$ (404.75)	52237	Amazon Capital Services-4717	HQ: COMMERCIAL VAC & PROTECTION PLAN
6	12/5/2023	2243.207.293-Firefighter Supplies	\$ (20.88)	52250	Lowe's-9486	VELCRO FOR NEW MEDIC HELMET SHIELDS
7	12/5/2023	2243.207.293-Firefighter Supplies	\$ (40.00)	52261	Image Pros (AIA)-11836	ACCOUNTABILITY TAGS
8	12/5/2023	2243.207.309-Professional Services	\$ (15.00)	HR	APS Workforce Management-16856	APPLICANT TRACKING: FF LAT TX: 11/2023
9	12/5/2023	2243.207.310-Ambulance Collection/Acct.	\$ (264.14)	52263	The Accumed Group-10343	EMS BILLING: 11/2023 AND 12/2023
10	12/5/2023	2243.207.313-Training & Travel	\$ (1,650.00)	52249	Pittsboro Fire Department-10072	"4TH ANNUAL FIRE OFFICER'S SEMINAR": REGISTRATION
11	12/5/2023	2243.207.326-Cellular & Data	\$ (1,259.93)	QC	FirstNet/AT&T Mobility-8075	CELL VOICE/EQUIP: 10/12/2023-11/11/2023
12	12/5/2023	2243.207.350-Stormwater	\$ (90.00)	QC	Aqua Indiana, Inc.-9121	STA133: SEWER: 10/26/23-11/29/23
13	12/5/2023	2243.207.355-Scavenger Services	\$ (313.80)	QC	Jack's Trash Service-20184	ROLL-OFF: 11/27/2023
14	12/5/2023	2243.207.360-Facility Maintenance	\$ (1,237.50)	52247	Mabriz Cleaning, LLC-20302	HQ CLEANING: 11/2023 & 12/2023
15	12/5/2023	2243.207.360-Facility Maintenance	\$ (620.53)	52255	Oracle Elevator Company-7273	STA131: ELEVATOR MSA 2023 Q4
16	12/5/2023	2243.207.360-Facility Maintenance	\$ (494.00)	52258	Action Pest Control-10164	BFT PEST CONTROL: 11/2023 AND 12/2023
17	12/5/2023	2243.207.362-Copier Lease & Maintenance	\$ (507.25)	QC	Van Ausdall & Farrar, Inc.-1311	PER PAGE: #21538-05: 11/2023
18	12/5/2023	2243.207.363-Vehicle/Equipment Repairs	\$ (24.95)	52243	O'Reilly Automotive, Inc.-6837	HQ STOCK: DEICER
19	12/5/2023	2243.207.363-Vehicle/Equipment Repairs	\$ (6.60)	52254	Lowe's-9486	E133: VALVE SCREWS/NUTS
20	12/5/2023	2243.207.363-Vehicle/Equipment Repairs	\$ (7.38)	52256	Lowe's-9486	E133: OIL DRY BUCKET W/LID
21	12/5/2023	2243.207.363-Vehicle/Equipment Repairs	\$ (265.72)	52259	Macqueen Emergency Group-7186	E139: COOLANT LEAK
22	12/5/2023	2243.207.363-Vehicle/Equipment Repairs	\$ (200.00)	52260	Macqueen Emergency Group-7186	E131: INSTRUMENT CLUSTER INOP.
23	12/5/2023	2243.207.363-Vehicle/Equipment Repairs	\$ (14.00)	52262	Dean's Rent All-396	E132 CHAINSAW SHARPENING
24	12/5/2023	2243.207.364-IT Services	\$ (4,152.00)	52252	EMS Technology Solutions, LLC-18765	NARCOTICS TRACKING LICENSES ANNUAL RENEWAL
25	12/5/2023	2243.207.364-IT Services	\$ (346.75)	CT direct	APS Workforce Management-16856	TIME & LABOR COMPONENT: 11/2023
26	12/5/2023	2243.207.369-EMS Maintenance	\$ (9,786.00)	52251	Stryker Sales Corporation-8652	MSA YR 1 OF 3: POWER COTS & POWER LOAD
27	12/5/2023	4444.207.387-PPE Equipment	\$ (627.70)	52244	MES-Indiana-7380	FIRE BOOTS
28	12/5/2023	4444.207.387-PPE Equipment	\$ (240.50)	52253	Hoosier Fire Equipment, Inc.-6882	FIRE GLOVES; SHIPPING
29	12/6/2023	2243.207.324-Telephone	\$ (352.00)	QC	Axia Technology Partners, LLC-9946	TELEPHONE: 12/2023
30	12/7/2023	2243.207.309-Professional Services	\$ (10,000.00)		Appropriation Adjustment	
31	12/7/2023	2243.207.401-Land Acquisition	\$ 10,000.00		Appropriation Adjustment	
32	12/11/2023	2243.207.233-Training Supplies	\$ (128.92)	52296	Service Sanitation, Inc.-19263	TR GR PORT RESTRM: 12/8/2023-1/4/2024
33	12/11/2023	2243.207.233-Training Supplies	\$ (36.78)	52297	Airgas USA, LLC-10299	CYLINDER RENTALS: ACETYLENE: 11/2023
34	12/11/2023	2243.207.290-Medical Supplies	\$ (953.56)	52297	Airgas USA, LLC-10299	CYLINDER RENTALS: ACETYLENE: 11/2023
35	12/11/2023	2243.207.290-Medical Supplies	\$ (1,068.77)	52299	Hendricks Regional Health-239	MISC. MED & PHARMA: 11/2023
36	12/11/2023	2243.207.290-Medical Supplies	\$ (466.58)	52303	Hendricks Regional Health-239	MISC. MED & PHARMA: 12/2023
37	12/11/2023	2243.207.290-Medical Supplies	\$ (2,332.16)	52304	Indianapolis EMS-13557	MISC. MEDICAL & PHARMA: 10883
38	12/11/2023	2243.207.290-Medical Supplies	\$ (1,486.80)	52305	Penn Care, Inc.-17336	PATIENTS MOVERS, LANCETS, RECORDING PAPER, DEFIB ELECTRODES, IV TUBING
39	12/11/2023	2243.207.310-Ambulance Collection/Acct.	\$ (340.50)	52294	Eagle Accounts Group, Inc.-10775	EMS COLLECTIONS COMMISSION
40	12/11/2023	2243.207.360-Facility Maintenance	\$ (398.00)	52301	Kirby Heating & Air Conditioning-352	HQ: DIAGNOSTIC AND FREON
41	12/11/2023	2243.207.360-Facility Maintenance	\$ (1,834.50)	52307	Buckeye Power Sales Co., Inc.-2231	STA131: FAN REPAIR
42	12/11/2023	2243.207.364-IT Services	\$ (6,150.00)	52295	Station Automation, Inc.-20141	PSTRAX (ASSET TRACKING): 2024
43	12/11/2023	2243.207.364-IT Services	\$ (600.00)	52298	Less Stress Instructional Services-4770	CPR ROSTER ENTRY SYSTEM
44	12/11/2023	2243.207.364-IT Services	\$ (1,388.00)	52308	Meriplex-9816	MSOFFICE 365 & MSA: 12/2023
45	12/11/2023	2243.207.401-Land Acquisition	\$ (10,000.00)	52309	First American Title Insurance Company-14387	STATION 134: LAND ACQUISITION: ESCROW
46	12/11/2023	4444.207.387-PPE Equipment	\$ (75.00)	52302	Hoosier Fire Equipment, Inc.-6882	EMS GEAR: LOOP CORRECTION
47	12/12/2023	2243.207.226-Fuel	\$ (168.47)	QC	Wex Fleet Universal-14024	MONTHLY FUEL: 11/2023
48	12/13/2023	2243.207.325-On-Line Services	\$ (626.25)	QC	Everstream Holding LLC-Michigan-8127	FIBER-OPTIC: 12/2023
49	12/13/2023	2243.207.360-Facility Maintenance	\$ (85.00)	QC	Mister Ice of Indianapolis-9242	STA131: ICE MACHINE: 12/2023
50	12/14/2023	2243.207.226-Fuel	\$ (9,100.00)	52351	Pinkerton Fuels & Lubricants-5046	CT created PO
51	12/15/2023	2243.207.316-Misc. Other Services	\$ (34.47)	52377	Hilligoss Bakery-7344	HCPCA BREAKFAST MEETING DONUTS
52	12/15/2023	2243.207.325-On-Line Services	\$ (63.12)	QC	Comcast Business-6336	TV SVC: 12/13/23-1/12/24
53	12/15/2023	2243.207.346-Health & Wellness	\$ (582.00)	52372	Hendricks Occupational Health-4134	NEW HIRE PHYSICALS
54	12/15/2023	2243.207.346-Health & Wellness	\$ (1,000.00)	52373	HCPCA (Hendricks County Fire Chiefs Association)-7497	BFT PORTION DR. BOB FEE
55	12/15/2023	2243.207.354-Water	\$ (121.84)	QC	Citizen's Energy Group-432	STA133: METER: 12/6/2023
56	12/15/2023	2243.207.360-Facility Maintenance	\$ (2,830.00)	52371	First Due Company-12656	STA132: LOT LIGHTS REPLACEMENT
57	12/15/2023	2243.207.362-Copier Lease & Maintenance	\$ (134.91)	QC	Van Ausdall & Farrar, Inc.-1311	PER PAGE: #22084-04: 11/2023
58	12/15/2023	2243.207.363-Vehicle/Equipment Repairs	\$ (42.73)	52374	Belle Tire Distributors-16996	C1303: OIL CHANGE, FLAT REPAIR
59	12/15/2023	2243.207.363-Vehicle/Equipment Repairs	\$ (259.24)	52375	Belle Tire Distributors-16996	C1303: REPLACEMENT TIRE
60	12/15/2023	2243.207.363-Vehicle/Equipment Repairs	\$ (178.75)	52378	Macqueen Emergency Group-7186	E131: INNER WHEELWELL AIR LEAK
61	12/15/2023	2243.207.363-Vehicle/Equipment Repairs	\$ (147.50)	52379	Macqueen Emergency Group-7186	TAC91: BATTERY DRAIN INVESTIGATION
62	12/15/2023	2243.207.398-Professional Memberships	\$ (125.00)	52376	IFCA (Indiana Fire Chief's Assoc.)-11732	IFCA 2024 MEMBERSHIP: ADD'L MEMBER
63	12/15/2023	4444.207.442-Computers	\$ 88.13	Refund	Amazon Capital Services-4717	CREDIT FOR RETURNED KEYBOARD CASES
64	12/20/2023	2243.207.221-Postage	\$ (67.78)	52393	UPS-13661	DRYSUIT FOR REPAIR
65	12/20/2023	2243.207.221-Postage	\$ (32.39)	52403	UPS-13661	STA134/HQ CONTRACT TO SELLER
66	12/20/2023	2243.207.223-Office Supplies	\$ (145.00)	52391	Amazon Capital Services-4717	C1302: OFFICE CHAIR
67	12/20/2023	2243.207.223-Office Supplies	\$ (21.31)	52392	Amazon Capital Services-4717	HQ: NEW VAC REPLACEMENT BAGS
68	12/20/2023	2243.207.233-Training Supplies	\$ (30.94)	52401	Bushnell.com-20752	TRAINING GROUND SECURITY CAMERAS
69	12/20/2023	2243.207.274-Fire Prevention Supplies	\$ (47.04)	52394	Walmart-2384	DATA PLAN: 11/2023
70	12/20/2023	2243.207.274-Fire Prevention Supplies	\$ (125.68)	52400	Walmart-2384	HOLIDAY LIGHTS FOR FIRE TRUCK
71	12/20/2023	2243.207.326-Cellular & Data	\$ (9.99)	52402	Apple-11630	SANTA'S HELPERS EVENT SUPPLIES
72	12/20/2023	2243.207.363-Vehicle/Equipment Repairs	\$ (364.48)	52395	Belle Tire Distributors-16996	PIO MEDIA ADD'L PHONE STORAGE: 12/2023
73	12/20/2023	2243.207.363-Vehicle/Equipment Repairs	\$ (5.40)	52396	O'Reilly Automotive, Inc.-6837	M133: TIRE RPLACEMENTS
						L139: HEATER HOSE

12/2023 ACTIVITY

Page 2 of 2

TOWN OF BROWNSBURG
EXPENSE REPORT-FIRE PROTECTION TERRITORY

EXP 2243
TMB Period 12/2023

Account Title Number	BEG BUDGET O'S PREV YEARS	ADD'L BUDGET REVISED APPRO	MONTHLY EXP YTD EXPENSE	PREV. YR MONTH PREV YR YTD	OUTSTANDING PO % SPENT YTD	WHAT'S LEFT TO SPEND
FIRE CHIEF'S PAY	\$ 109,495.00	\$ -	\$ 8,357.30	\$ 8,033.54	\$ -	\$ 0.10
2243.207.113	\$ -	\$ 109,495.00	\$ 109,494.90	\$ 104,436.04	100.0%	
SECRETARY PAY	\$ 42,023.00	\$ -	\$ 3,258.68	\$ 3,113.00	\$ -	\$ -
2243.207.114	\$ 339.84	\$ 42,362.84	\$ 42,362.84	\$ 40,468.99	100.0%	
SUPPORT SERVICES PAY	\$ 40,000.00	\$ -	\$ 2,464.00	\$ -	\$ -	\$ 11,940.12
2243.207.115	\$ (339.88)	\$ 39,660.12	\$ 27,720.00	\$ -	69.89%	
COMMISSION/SEC PAY	\$ 2,700.00	\$ -	\$ -	\$ -	\$ -	\$ 1,550.00
2243.207.116	\$ -	\$ 2,700.00	\$ 1,150.00	\$ 1,050.00	42.59%	
DEPUTY FIRE MARSHALL PAY	\$ 69,126.00	\$ -	\$ 5,636.64	\$ -	\$ -	\$ 14,032.21
2243.207.117	\$ -	\$ 69,126.00	\$ 55,093.79	\$ -	79.7%	
CIVILIAN PARAMEDICS	\$ 1,306,821.00	\$ -	\$ 71,909.68	\$ 63,417.27	\$ -	\$ 4,640.44
2243.207.119	\$ (380,000.00)	\$ 926,821.00	\$ 922,180.56	\$ 760,766.58	99.5%	
CIVILIAN TARGET PAY OT	\$ -	\$ -	\$ 33,618.05	\$ 29,953.21	\$ -	\$ 118.79
2243.207.119.01	\$ 447,769.54	\$ 447,769.54	\$ 447,650.75	\$ 321,709.40	99.97%	
FIREFIGHTER PAY	\$ 5,382,279.00	\$ -	\$ 404,066.49	\$ 391,502.71	\$ -	\$ 645.10
2243.207.120	\$ (123,108.88)	\$ 5,259,170.12	\$ 5,258,525.02	\$ 4,995,687.29	99.99%	
FIRE MARSHAL PAY	\$ 80,310.00	\$ -	\$ 6,887.18	\$ -	\$ -	\$ 9,304.09
2243.207.121	\$ (1,709.11)	\$ 78,600.89	\$ 69,296.80	\$ 54,451.79	88.16%	
IT ADMINISTRATOR	\$ 11,050.00	\$ -	\$ 850.01	\$ 824.01	\$ -	\$ 0.01
2243.207.122	\$ 0.04	\$ 11,050.04	\$ 11,050.03	\$ 10,712.02	100.0%	
OVERTIME PAY	\$ 250,000.00	\$ -	\$ 23,691.14	\$ 15,058.10	\$ -	\$ -
2243.207.123	\$ 56,821.94	\$ 306,821.94	\$ 306,821.94	\$ 350,252.34	100.0%	
SPECIAL/CYCLE PAY	\$ 35,000.00	\$ -	\$ 2,113.41	\$ 1,340.69	\$ -	\$ 12,194.84
2243.207.124	\$ -	\$ 35,000.00	\$ 22,805.16	\$ 20,998.05	65.16%	
RIDE OUT PAY FLSA PAY	\$ 50,000.00	\$ -	\$ 2,657.00	\$ 3,996.00	\$ -	\$ 10,280.00
2243.207.125	\$ -	\$ 50,000.00	\$ 39,720.00	\$ 43,537.00	79.44%	
HOLIDAY PAY	\$ 40,000.00	\$ -	\$ 5,392.50	\$ 4,300.00	\$ -	\$ 1,380.00
2243.207.126	\$ (1,000.00)	\$ 39,000.00	\$ 37,620.00	\$ 29,200.00	96.46%	
FICA & MEDICARE	\$ 202,595.00	\$ -	\$ 16,124.99	\$ 13,681.79	\$ -	\$ -
2243.207.130	\$ 1,226.47	\$ 203,821.47	\$ 203,821.47	\$ 172,508.74	100.0%	
HEALTH INSURANCE	\$ 2,078,093.00	\$ -	\$ 173,174.42	\$ 168,856.40	\$ -	\$ -
2243.207.131	\$ 0.04	\$ 2,078,093.04	\$ 2,078,093.04	\$ 2,026,277.00	100.0%	
PERF	\$ 1,298,011.00	\$ -	\$ 100,701.55	\$ 92,384.49	\$ -	\$ 25,594.94
2243.207.132	\$ -	\$ 1,298,011.00	\$ 1,272,416.06	\$ 1,165,818.90	98.03%	
*TOTAL SALARIES & BENEFITS	\$ 10,997,503.00	\$ -	\$ 860,903.04	\$ 796,461.21	\$ -	\$ 91,680.64
	\$ -	\$ 10,997,503.00	\$ 10,905,822.36	\$ 10,097,874.14	99.17%	
POSTAGE	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 354.84	\$ 544.58
2243.207.221	\$ -	\$ 1,000.00	\$ 100.58	\$ 406.41	10.06%	
OFFICE SUPPLIES	\$ 7,000.00	\$ -	\$ 590.22	\$ 388.30	\$ 210.94	\$ 809.04
2243.207.223	\$ 180.92	\$ 7,180.92	\$ 6,160.94	\$ 5,935.53	85.8%	
FIREFIGHTER UNIFORMS	\$ 12,000.00	\$ -	\$ 1,315.73	\$ 7,387.91	\$ 3,768.85	\$ -
2243.207.225	\$ 14,033.12	\$ 26,033.12	\$ 22,264.27	\$ 47,480.39	85.52%	
FUEL	\$ 90,000.00	\$ -	\$ 5,785.46	\$ -	\$ 9,100.00	\$ 3,176.68
2243.207.226	\$ 11,089.38	\$ 101,089.38	\$ 88,812.70	\$ 97,716.44	87.86%	
COMPUTER SUPPLIES	\$ 5,000.00	\$ -	\$ 18.95	\$ -	\$ -	\$ 1,653.33

TOWN OF BROWNSBURG
EXPENSE REPORT-FIRE PROTECTION TERRITORY

EXP 2243
TMB Period 12/2023

Account Title	BEG BUDGET	ADD'L BUDGET	MONTHLY EXP	PREV. YR MONTH	OUTSTANDING PO	WHAT'S LEFT
Number	O'S PREV YEARS	REVISED APPRO	YTD EXPENSE	PREV YR YTD	% SPENT YTD	TO SPEND
2243.207.227	\$ -	\$ 5,000.00	\$ 3,346.67	\$ 2,932.20	66.93%	
SPECIAL OPS SUPPLIES	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 3,088.11
2243.207.231	\$ -	\$ 5,000.00	\$ 1,911.89	\$ 6,002.34	38.24%	
SCBA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2243.207.232	\$ -	\$ -	\$ -	\$ 540.60	.%	
TRAINING SUPPLIES	\$ 25,000.00	\$ -	\$ 2,865.38	\$ 571.95	\$ 4,694.06	\$ 9,472.15
2243.207.233	\$ 135.55	\$ 25,135.55	\$ 10,969.34	\$ 13,595.06	43.64%	
FIRE PREVENTION SUPPLIES	\$ 14,500.00	\$ -	\$ -	\$ 239.88	\$ 172.72	\$ 7,957.56
2243.207.274	\$ -	\$ 14,500.00	\$ 6,369.72	\$ 6,867.06	43.93%	
CPR SUPPLIES	\$ 2,000.00	\$ -	\$ 255.00	\$ 255.00	\$ -	\$ 994.10
2243.207.289	\$ -	\$ 2,000.00	\$ 1,005.90	\$ 1,197.48	50.3%	
MEDICAL SUPPLIES	\$ 85,000.00	\$ -	\$ 8,075.79	\$ 7,860.35	\$ 6,776.94	\$ 8,829.95
2243.207.290	\$ 9,228.03	\$ 94,228.03	\$ 78,621.14	\$ 90,959.27	83.44%	
OPERATING SUPPLIES	\$ 24,000.00	\$ -	\$ 3,601.39	\$ 624.50	\$ 404.75	\$ 1,936.41
2243.207.292	\$ 40.35	\$ 24,040.35	\$ 21,699.19	\$ 24,614.48	90.26%	
FIREFIGHTING SUPPLIES	\$ 20,000.00	\$ -	\$ 408.68	\$ -	\$ -	\$ 3,278.90
2243.207.293	\$ (3,446.55)	\$ 16,553.45	\$ 13,274.55	\$ 23,654.88	80.19%	
PROTECTIVE CLOTHING	\$ 18,000.00	\$ -	\$ 3,157.06	\$ 564.00	\$ 3,988.25	\$ -
2243.207.296	\$ 58.09	\$ 18,058.09	\$ 14,069.84	\$ 17,433.69	77.91%	
TOTAL SUPPLIES	\$ 308,500.00	\$ -	\$ 26,073.66	\$ 17,891.89	\$ 29,471.35	\$ 41,740.81
	\$ 31,318.89	\$ 339,818.89	\$ 268,606.73	\$ 339,335.83	79.04%	
CLERK-TREASURER ACCT & P/R	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
2243.207.303	\$ -	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	100.0%	
PROFESSIONAL SERVICES	\$ 38,000.00	\$ -	\$ 342.23	\$ 8,952.00	\$ -	\$ -
2243.207.309	\$ (22,452.37)	\$ 15,547.63	\$ 15,547.63	\$ 58,905.19	100.0%	
AMBULANCE COLLECTION/ACCT	\$ 65,000.00	\$ -	\$ 528.93	\$ -	\$ 5,000.00	\$ 32,204.61
2243.207.310	\$ -	\$ 65,000.00	\$ 27,795.39	\$ 38,828.45	42.76%	
ATTORNEY FEES	\$ 60,000.00	\$ -	\$ -	\$ 2,534.54	\$ 37,084.11	\$ -
2243.207.312	\$ 28,658.74	\$ 88,658.74	\$ 51,574.63	\$ 31,012.91	58.17%	
TRAINING AND TRAVEL	\$ 47,000.00	\$ -	\$ 251.48	\$ 3,711.42	\$ 2,861.24	\$ 1,719.49
2243.207.313	\$ 3,789.92	\$ 50,789.92	\$ 46,209.19	\$ 48,094.60	90.98%	
MISC OTHER SERVICES	\$ 7,300.00	\$ -	\$ -	\$ -	\$ 34.47	\$ 1,856.34
2243.207.316	\$ -	\$ 7,300.00	\$ 5,409.19	\$ 5,162.23	74.1%	
TELEPHONE	\$ 5,800.00	\$ -	\$ 352.00	\$ 352.00	\$ -	\$ 828.40
2243.207.324	\$ -	\$ 5,800.00	\$ 4,971.60	\$ 4,956.88	85.72%	
ON-LINE SERVICES	\$ 10,000.00	\$ -	\$ 626.25	\$ 976.28	\$ -	\$ 151.86
2243.207.325	\$ -	\$ 10,000.00	\$ 9,848.14	\$ 9,525.78	98.48%	
CELL PHONES	\$ 16,000.00	\$ -	\$ 1,259.93	\$ 2,354.56	\$ 9.99	\$ 2,630.72
2243.207.326	\$ -	\$ 16,000.00	\$ 13,359.29	\$ 14,797.86	83.5%	
PRINTING & ADVERTISING	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ 250.00
2243.207.331	\$ -	\$ 250.00	\$ -	\$ -	.%	
LEGAL NOTICES	\$ 500.00	\$ -	\$ 149.02	\$ -	\$ -	\$ 118.81
2243.207.332	\$ -	\$ 500.00	\$ 381.19	\$ 124.97	76.24%	
PROFESSIONAL BOOKS	\$ 1,000.00	\$ -	\$ 73.98	\$ 209.72	\$ -	\$ 610.59
2243.207.334	\$ -	\$ 1,000.00	\$ 389.41	\$ 294.72	38.94%	

TOWN OF BROWNSBURG
EXPENSE REPORT-FIRE PROTECTION TERRITORY

EXP 2243
TMB Period 12/2023

Account Title	BEG BUDGET	ADD'L BUDGET	MONTHLY EXP	PREV. YR MONTH	OUTSTANDING PO	WHAT'S LEFT
Number	O'S PREV YEARS	REVISED APPRO	YTD EXPENSE	PREV YR YTD	% SPENT YTD	TO SPEND
WARNING SIRENS	\$ 8,000.00	\$ -	\$ 1,900.00	\$ -	\$ -	\$ 3,242.40
2243.207.336	\$ -	\$ 8,000.00	\$ 4,757.60	\$ 9,178.15	59.47%	
LIABILITY INS DEDUCTIBLES	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
2243.207.339	\$ (10,000.00)	\$ -	\$ -	\$ 4,696.00	.%	
INSURANCE/DEDUCTIBLES	\$ 75,000.00	\$ -	\$ 73,028.00	\$ 47,184.56	\$ -	\$ -
2243.207.340	\$ -	\$ 75,000.00	\$ 75,000.00	\$ 51,344.11	100.0%	
WORKERS COMPENSATION	\$ 80,000.00	\$ -	\$ 80,000.00	\$ 100,000.00	\$ -	\$ -
2243.207.343	\$ -	\$ 80,000.00	\$ 80,000.00	\$ 100,000.00	100.0%	
HEALTH & WELLNESS	\$ 122,100.00	\$ -	\$ 14,861.00	\$ 28,558.00	\$ 17,692.00	\$ 8,812.23
2243.207.346	\$ 1,600.00	\$ 123,700.00	\$ 97,195.77	\$ 143,548.39	78.57%	
STORMWATER	\$ 2,500.00	\$ -	\$ 227.50	\$ 137.50	\$ -	\$ 220.00
2243.207.350	\$ -	\$ 2,500.00	\$ 2,280.00	\$ 1,650.00	91.2%	
ELECTRICITY	\$ 60,000.00	\$ -	\$ 3,417.57	\$ 6,370.77	\$ -	\$ -
2243.207.351	\$ 8,543.33	\$ 68,543.33	\$ 68,543.33	\$ 65,566.09	100.0%	
HEAT	\$ 45,000.00	\$ -	\$ 2,278.76	\$ 3,441.94	\$ -	\$ 878.72
2243.207.353	\$ (20,000.00)	\$ 25,000.00	\$ 24,121.28	\$ 27,645.93	96.49%	
WATER	\$ 15,000.00	\$ -	\$ 568.14	\$ 922.77	\$ -	\$ 6,194.83
2243.207.354	\$ -	\$ 15,000.00	\$ 8,805.17	\$ 9,792.46	58.7%	
TRASH SERVICE	\$ 6,500.00	\$ -	\$ 313.80	\$ 1,203.96	\$ -	\$ -
2243.207.355	\$ 84.97	\$ 6,584.97	\$ 6,584.97	\$ 6,266.57	100.0%	
FACILITY MAINTENANCE	\$ 85,196.00	\$ -	\$ 9,677.52	\$ 7,668.24	\$ 8,172.47	\$ -
2243.207.360	\$ 16,649.21	\$ 101,845.21	\$ 93,672.74	\$ 103,293.11	91.98%	
TURNOUT GEAR MAINTENANCE	\$ 37,000.00	\$ -	\$ -	\$ -	\$ 113.00	\$ 13,037.20
2243.207.361	\$ (17,449.86)	\$ 19,550.14	\$ 6,399.94	\$ 195.40	32.74%	
COPIER & LEASE MAINTENANCE	\$ 9,000.00	\$ -	\$ 507.25	\$ 1,214.82	\$ -	\$ 1,767.68
2243.207.362	\$ -	\$ 9,000.00	\$ 7,232.32	\$ 7,508.21	80.36%	
VEHICLE/EQUIPMENT REPAIRS	\$ 125,000.00	\$ -	\$ 13,797.50	\$ 22,559.94	\$ 1,615.23	\$ -
2243.207.363	\$ 40,739.78	\$ 165,739.78	\$ 164,124.55	\$ 145,525.95	99.03%	
IT SUPPORT FEES	\$ 78,427.00	\$ -	\$ 11,980.00	\$ 852.56	\$ 2,815.70	\$ 322.80
2243.207.364	\$ 9,038.86	\$ 87,465.86	\$ 84,327.36	\$ 53,174.26	96.41%	
RADIO MAINTENANCE	\$ 8,000.00	\$ -	\$ -	\$ 384.05	\$ -	\$ 3,183.63
2243.207.365	\$ -	\$ 8,000.00	\$ 4,816.37	\$ 9,353.44	60.2%	
EMS MAINTENANCE	\$ 30,610.00	\$ -	\$ 9,786.00	\$ 1,189.65	\$ -	\$ 17,273.06
2243.207.369	\$ (954.68)	\$ 29,655.32	\$ 12,382.26	\$ 20,780.56	41.75%	
SUBSCRIPTIONS/DUES	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -
2243.207.393	\$ 134.71	\$ 384.71	\$ 384.71	\$ 665.57	100.0%	
PROFESSIONAL MEMBERSHIPS	\$ 4,645.00	\$ -	\$ 200.00	\$ -	\$ 125.00	\$ 1,405.85
2243.207.398	\$ -	\$ 4,645.00	\$ 3,114.15	\$ 3,573.50	67.04%	
TOTAL OTHER SVCS	\$ 1,083,078.00	\$ -	\$ 226,126.86	\$ 240,779.28	\$ 75,523.21	\$ 96,709.22
	\$ 38,382.61	\$ 1,121,460.61	\$ 949,228.18	\$ 1,005,461.29	84.64%	
LAND ACQUISITIONS	\$ -	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -
2243.207.401	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	100.0%	
MISC CAPITAL EXPENDITURES	\$ 24,400.00	\$ -	\$ 20,000.00	\$ 38,703.00	\$ -	\$ 4,400.00
2243.207.442	\$ -	\$ 24,400.00	\$ 20,000.00	\$ 38,703.00	81.97%	
PHYSICAL FITNESS EQUIP	\$ -	\$ -	\$ -	\$ 2,112.00	\$ -	\$ -
2243.207.445	\$ -	\$ -	\$ -	\$ 2,112.00	.%	

TOWN OF BROWNSBURG
EXPENSE REPORT-FIRE PROTECTION TERRITORY

EXP 2243
TMB Period 12/2023

Account Title	BEG BUDGET	ADD'L BUDGET	MONTHLY EXP	PREV. YR MONTH	OUTSTANDING PO	WHAT'S LEFT
Number	YO'S PREV YEARS	REVISED APPRO	YTD EXPENSE	PREV YR YTD	% SPENT YTD	TO SPEND
TRAINING EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2243.207.452	\$ -	\$ -	\$ -	\$ 6,185.87	.%	
FACILITY EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2243.207.453	\$ -	\$ -	\$ -	\$ 19,463.36	.%	
TOTAL CAPITAL EXPENSES*	\$ 24,400.00	\$ -	\$ 30,000.00	\$ 40,815.00	\$ -	\$ 4,400.00
	\$ 10,000.00	\$ 34,400.00	\$ 30,000.00	\$ 66,464.23	87.21%	
**TOTAL FIRE TERRITORY BUDGET	\$ 12,413,481.00	\$ -	\$ 1,143,103.56	\$ 1,095,947.38	\$ 104,994.56	\$ 234,530.67
	\$ 79,701.50	\$ 12,493,182.50	\$ 12,153,657.27	\$ 11,509,135.49	97.28%	
GRAND TOTAL	\$ 12,413,481.00	\$ -	\$ 1,143,103.56	\$ 1,095,947.38	\$ 104,994.56	\$ 234,530.67
	\$ 79,701.50	\$ 12,493,182.50	\$ 12,153,657.27	\$ 11,509,135.49	97.28%	

TOWN OF BROWNSBURG
EXPENSE REPORT-FIRE EQUIPMENT REPLACEMENT FUND

EXP 4444
TMB Period 12/2023

Account Title Number	BEG BUDGET PO'S PREV YEARS	ADD'L BUDGET REVISED APPRO	MONTHLY EXP YTD EXPENSE	PREV. YR MONTH PREV YR YTD	OUTSTANDING PO % SPENT YTD	WHAT'S LEFT TO SPEND
FIREFIGHTING EQUIPMENT	\$ 103,000.00	\$ -	\$ 1,437.01	\$ 18,886.23	\$ 14,120.50	\$ 4,804.51
4444.207.231	\$ 29,913.63	\$ 132,913.63	\$ 113,988.62	\$ 71,903.68	85.76%	
SCBA EQUIPMENT	\$ 1,730.00	\$ -	\$ -	\$ -	\$ -	\$ 470.43
4444.207.232	\$ -	\$ 1,730.00	\$ 1,259.57	\$ 8,201.30	72.81%	
* TOTAL SUPPLIES	\$ 104,730.00	\$ -	\$ 1,437.01	\$ 18,886.23	\$ 14,120.50	\$ 5,274.94
	\$ 29,913.63	\$ 134,643.63	\$ 115,248.19	\$ 80,104.98	85.59%	
FACILITY UPDATES	\$ 221,500.00	\$ -	\$ 22,736.21	\$ -	\$ 63,596.40	\$ 45,816.65
4444.207.350	\$ -	\$ 221,500.00	\$ 112,086.95	\$ 33,607.03	50.6%	
PPE EQUIPMENT	\$ 60,000.00	\$ -	\$ 3,934.20	\$ 3,008.24	\$ 6,833.50	\$ 6,119.13
4444.207.387	\$ 56,545.20	\$ 116,545.20	\$ 103,592.57	\$ 19,061.01	88.89%	
* TOTAL OTHER SVCS. & CHARGES	\$ 281,500.00	\$ -	\$ 26,670.41	\$ 3,008.24	\$ 70,429.90	\$ 51,935.78
	\$ 56,545.20	\$ 338,045.20	\$ 215,679.52	\$ 52,668.04	63.8%	
TRAINING	\$ 40,000.00	\$ -	\$ 4,455.00	\$ -	\$ 6,400.00	\$ 10,645.00
4444.207.422	\$ -	\$ 40,000.00	\$ 22,955.00	\$ 116,562.35	57.39%	
SCBA AIRPACKS	\$ 65,000.00	\$ -	\$ 875.37	\$ -	\$ -	\$ 12,152.89
4444.207.424	\$ 442,003.06	\$ 507,003.06	\$ 494,850.17	\$ -	97.6%	
FITNESS EQUIPMENT	\$ 14,600.00	\$ -	\$ 7,080.81	\$ -	\$ -	\$ 45.19
4444.207.436	\$ -	\$ 14,600.00	\$ 14,554.81	\$ -	99.69%	
COMPUTERS/SOFTWARE	\$ 15,000.00	\$ -	\$ 1,901.62	\$ 269.94	\$ -	\$ 501.48
4444.207.442	\$ 3,856.75	\$ 18,856.75	\$ 18,355.27	\$ 6,185.08	97.34%	
EMS	\$ 113,860.00	\$ -	\$ 2,281.71	\$ -	\$ 50,479.60	\$ 2,123.34
4444.207.447	\$ -	\$ 113,860.00	\$ 61,257.06	\$ 200,000.00	53.8%	
VEHICLES	\$ 165,000.00	\$ -	\$ -	\$ -	\$ 14,953.29	\$ -
4444.207.451	\$ 55,116.94	\$ 220,116.94	\$ 205,163.65	\$ 275,185.30	93.21%	
FACILITY EQUIPMENT	\$ 14,000.00	\$ -	\$ -	\$ -	\$ -	\$ 350.21
4444.207.453	\$ -	\$ 14,000.00	\$ 13,649.79	\$ -	97.5%	
* TOTAL CAPITAL EXPENSES	\$ 427,460.00	\$ -	\$ 16,594.51	\$ 269.94	\$ 71,832.89	\$ 25,818.11
	\$ 500,976.75	\$ 928,436.75	\$ 830,785.75	\$ 597,932.73	89.48%	
*** GRAND TOTAL	\$ 813,690.00	\$ -	\$ 44,701.93	\$ 22,164.41	\$ 156,383.29	\$ 83,028.83
	\$ 587,435.58	\$ 1,401,125.58	\$ 1,161,713.46	\$ 730,705.75	82.91%	

**TOWN OF BROWNSBURG
EXPENSE REPORT-NON-BUDGETED - FIRE**

**EXP 2502
TMB Period 12/2023**

Account Title	BEG BUDGET	ADD'L BUDGET	MONTHLY EXP	PREV. YR MONTH	OUTSTANDING PO	WHAT'S LEFT
Number	PO'S PREV YEARS	REVISED APPRO	YTD EXPENSE	PREV YR YTD	% SPENT YTD	TO SPEND
TRAINING EXPENSES	\$ -	\$ -	\$ -	\$ 58.54	\$ -	\$ -
2502.207.301	\$ 286.74	\$ 286.74	\$ 286.74	\$ 3,238.19	100.0%	
TOTAL OTHER SVCS. & CHGS	\$ -	\$ -	\$ -	\$ 58.54	\$ -	\$ -
	\$ 286.74	\$ 286.74	\$ 286.74	\$ 3,238.19	100.0%	
**GRAND TOTAL	\$ -	\$ -	\$ -	\$ 58.54	\$ -	\$ -
	\$ 286.74	\$ 286.74	\$ 286.74	\$ 3,238.19	100.0%	

**TOWN OF BROWNSBURG
EXPENSE REPORT-FIRE GRANT FUND**

**EXP 4651
TMB Period 12/2023**

Account Title	BEG BUDGET	ADD'L BUDGET	MONTHLY EXP	PREV. YR MONTH	OUTSTANDING PO	WHAT'S LEFT
Number	PO'S PREV YEARS	REVISED APPRO	YTD EXPENSE	PREV YR YTD	% SPENT YTD	TO SPEND
VEHICLES & EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4651.207.420	\$ -	\$ -	\$ -	\$ 4,740.22	.%	
TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ 4,740.22	.%	
**GRAND TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ 4,740.22	.%	

**TOWN OF BROWNSBURG
EXPENSE REPORT-DONATION FUND**

**EXP 2300
TMB Period 12/2023**

Account Title Number	Appropriation Transfers	Revisions Revised Appro	Per Expense YTD Expense	Prev. Yr Per Prev. Yr YTD	Encumbered % Expended YTD	Uncommitted Unexpended
FIRE - SPECIAL UNITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (145.00)
2300.207.459	\$ -	\$ -	\$ 145.00	\$ -	.%	\$ (145.00)
FIRE - EVENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (96.68)
2300.207.460	\$ -	\$ -	\$ 96.68	\$ 6,975.60	.%	\$ (96.68)
FIRE - EMP. APPRECIATION	\$ -	\$ -	\$ -	\$ 52.42	\$ -	\$ (1,589.57)
2300.207.461	\$ -	\$ -	\$ 1,589.57	\$ 2,477.62	.%	\$ (1,589.57)
FIRE - MISC. EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2300.207.462	\$ -	\$ -	\$ -	\$ 421.13	.%	\$ -
*TOTAL FIRE DONATION EXP	\$ -	\$ -	\$ -	\$ 52.42	\$ -	\$ (1,831.25)
	\$ -	\$ -	\$ 1,831.25	\$ 9,874.35	.%	\$ (1,831.25)
***GRAND TOTAL	\$ -	\$ -	\$ -	\$ 52.42	\$ -	\$ (1,831.25)
	\$ -	\$ -	\$ 1,831.25	\$ 9,874.35	.%	\$ (1,831.25)

TOWN OF BROWNSBURG
REVENUE REPORT - FIRE PROTECTION TERRITORY FUND

REV-2243
TMB Period 12/2023

Account Title Number	Est Revenue	Net Revisions Rev Revenue	Per Revenue YTD Revenue	Prev. Yr Per Prev. Yr YTD	% Col YTD % Col LYTD	Uncollected Bal
GENERAL PROPERTY TAX 2243.110	\$ 6,481,354.00	\$ - \$ 6,481,354.00	\$ 2,883,113.81 \$ 6,572,996.99	\$ 2,676,109.00 \$ 6,296,722.95	101.41% 100.0%	 \$ (91,642.99)
LIT CERTIFIED SHARES 2243.121	\$ -	\$ - \$ -	\$ - \$ -	\$ 293,814.74 \$ 3,941,645.76	.% 100.0%	 \$ -
AUTO & AIRCRAFT EXCISE 2243.122	\$ 754,604.00	\$ - \$ 754,604.00	\$ 306,729.67 \$ 595,998.37	\$ 337,196.99 \$ 666,693.04	78.98% 100.0%	 \$ 158,605.63
COMM VEHICLE EXCISE TAX (CVET) 2243.125	\$ 4,663.00	\$ - \$ 4,663.00	\$ 2,052.22 \$ 4,104.44	\$ 2,094.05 \$ 4,188.10	88.02% 100.0%	 \$ 558.56
FIRE BLDG. PERMITS 2243.221	\$ 18,120.00	\$ - \$ 18,120.00	\$ 750.00 \$ 55,188.64	\$ 2,544.00 \$ 78,983.88	304.57% 100.0%	 \$ (37,068.64)
EMS REPORTS 2243.420	\$ 403.00	\$ - \$ 403.00	\$ 30.00 \$ 315.00	\$ 45.00 \$ 330.00	78.16% 100.0%	 \$ 88.00
FIRE INCIDENT REPORTS 2243.421	\$ 121.00	\$ - \$ 121.00	\$ 30.00 \$ 180.00	\$ 60.00 \$ 233.70	148.76% 100.0%	 \$ (59.00)
SIGNS REFLECTIVE ADDRESS 2243.450	\$ 9.00	\$ - \$ 9.00	\$ - \$ -	\$ 20.00 \$ 20.00	.% 100.0%	 \$ 9.00
SIGNS REFLECTIVE 20-9090-2 2243.451	\$ 40.00	\$ - \$ 40.00	\$ - \$ -	\$ - \$ -	.% .%	 \$ 40.00
FIRE MARSHALL INSPECTIONS 2243.453	\$ 351.00	\$ - \$ 351.00	\$ - \$ 240.00	\$ 105.00 \$ 270.00	68.38% 100.0%	 \$ 111.00
AMBULANCE RUN REVENUE 2243.456	\$ 917,300.00	\$ - \$ 917,300.00	\$ 127,240.91 \$ 506,658.87	\$ 151,370.34 \$ 703,600.52	55.23% 100.0%	 \$ 410,641.13
FACILITY RENTALS 2243.475	\$ 5,000.00	\$ - \$ 5,000.00	\$ 400.00 \$ 4,800.00	\$ 800.00 \$ 4,800.00	96.% 100.0%	 \$ 200.00
CPR CLASS FEES 2243.498	\$ 4,400.00	\$ - \$ 4,400.00	\$ 10.00 \$ 3,784.80	\$ 195.00 \$ 1,873.80	86.02% 100.0%	 \$ 615.20
TRANSFER IN 2243.520	\$ -	\$ - \$ -	\$ 296,734.08 \$ 3,560,808.96	\$ - \$ -	.% .%	 \$ (3,560,808.96)
MISC REVENUE 2243.600	\$ 33,731.00	\$ - \$ 33,731.00	\$ - \$ 29,031.71	\$ - \$ 7,847.00	86.07% 100.0%	 \$ 4,699.29
INTEREST 2243.609	\$ 35,462.00	\$ - \$ 35,462.00	\$ - \$ 222,597.81	\$ 14,585.27 \$ 55,797.84	627.71% 100.0%	 \$ (187,135.81)
9/11 MEMORIAL DONATOINS 2243.671	\$ -	\$ - \$ -	\$ - \$ 11,000.00	\$ - \$ 10,000.00	.% 100.0%	 \$ (11,000.00)
TASK FORCE ONE REIMBURSEMENT 2243.676	\$ -	\$ - \$ -	\$ 30,365.64 \$ 30,456.10	\$ 53,635.10 \$ 53,635.10	.% 100.0%	 \$ (30,456.10)
TRANSFER IN 2243.920	\$ 12,340.00	\$ - \$ 12,340.00	\$ - \$ -	\$ - \$ -	.% .%	 \$ 12,340.00
REFUND COSTS 2243.960	\$ -	\$ - \$ -	\$ 4,949.20 \$ 6,029.80	\$ 166.50 \$ 102,705.63	.% 100.0%	 \$ (6,029.80)
TAKE HOME FUEL SURCHARGE 2243.961	\$ -	\$ - \$ -	\$ 270.00 \$ 3,330.00	\$ - \$ -	.% .%	 \$ (3,330.00)

TOWN OF BROWNSBURG
REVENUE REPORT - FIRE PROTECTION TERRITORY FUND

REV-2243
TMB Period 12/2023

Account Title	Est Revenue	Net Revisions	Per Revenue	Prev. Yr Per	% Col YTD	
Number		Rev Revenue	YTD Revenue	Prev. Yr YTD	% Col LYTD	Uncollected Bal
RETURNED EMP DEDUCT/DIR DEP	\$ 5.00	\$ -	\$ -	\$ -	.%	
2243.977		\$ 5.00	\$ -	\$ -	.%	\$ 5.00
2 YEAR OLD VOIDED CHECKS	\$ -	\$ -	\$ -	\$ -	.%	
2243.989		\$ -	\$ -	\$ 2,500.00	100.0%	\$ -
*** GRAND TOTALS	\$ 8,267,903.00	\$ -	\$ 3,652,675.53	\$ 3,532,740.99	140.39%	
		\$ 8,267,903.00	\$ 11,607,521.49	\$ 11,931,847.32	100.0%	\$ (3,339,618.49)

TOWN OF BROWNSBURG
REVENUE REPORT - FIRE EQUIPMENT REPLACEMENT FUND

REV-4444
TMB Period 12/2023

Account Title Number	Est Revenue	Net Revisions Rev Revenue	Per Revenue YTD Revenue	Prev. Yr Per Prev. Yr YTD	% Col YTD % Col LYTD	Uncollected Bal
GENERAL PROPERTY TAX 4444.110	\$ 942,438.00	\$ - \$ 942,438.00	\$ 411,984.07 \$ 939,252.14	\$ 347,749.88 \$ 818,230.99	99.66% 100.0%	\$ 3,185.86
AUTO & AIRCRAFT EXCISE 4444.122	\$ 109,725.00	\$ - \$ 109,725.00	\$ 43,818.52 \$ 85,142.61	\$ 43,810.61 \$ 86,620.67	77.6% 100.0%	\$ 24,582.39
COMM VEHICLE EXCISE TAX (CVET) 4444.125	\$ 678.00	\$ - \$ 678.00	\$ 293.17 \$ 586.34	\$ 272.07 \$ 544.14	86.48% 100.0%	\$ 91.66
INTEREST 4444.609	\$ 6,603.00	\$ - \$ 6,603.00	\$ - \$ 89,828.71	\$ 3,646.32 \$ 15,940.47	1360.42% 100.0%	\$ (83,225.71)
*** GRAND TOTALS	\$ 1,059,444.00	\$ - \$ 1,059,444.00	\$ 456,095.76 \$ 1,114,809.80	\$ 395,478.88 \$ 921,336.27	105.23% 100.0%	\$ (55,365.80)

TOWN OF BROWNSBURG
REVENUE REPORT - NON-BUDGETED - FIRE

REV-2502
TMB Period 12/2023

Account Title Number	Est Revenue	Net Revisions Rev Revenue	Per Revenue YTD Revenue	Prev.Yr Per Prev.Yr YTD	% Col YTD % Col LYTD	Uncollected Bal
AMBULANCE OVERPAYMENTS 2502.452	\$ -	\$ -	\$ -	\$ 1,072.05 \$ 6,281.12	.% 100.%	\$ -
MISC REVENUE 2502.600	\$ -	\$ -	\$ - \$ 680.94	\$ 356.20 \$ 3,535.85	.% 100.%	\$ (680.94)
REFUND COSTS 2502.960	\$ -	\$ -	\$ - \$ 2,205.51	\$ - \$ -	.% .%	\$ (2,205.51)
2 YEAR OLD VOIDED CHECKS 2502.989	\$ -	\$ -	\$ -	\$ - \$ 101.27	.% 100.%	\$ -
*** GRAND TOTALS	\$ -	\$ -	\$ - \$ 2,886.45	\$ 1,428.25 \$ 9,918.24	.% 100.%	\$ (2,886.45)

TOWN OF BROWNSBURG
REVENUE REPORT - FIRE GRANT FUND

REV-4651
TMB Period 12/2023

Account Title	Est Revenue	Net Revisions	Per Revenue	Prev. Yr Per	% Col YTD	
Number		Rev Revenue	YTD Revenue	Prev. Yr YTD	% Col LYTD	Uncollected Bal
PRIVATE GRANTS	\$ -	\$ -	\$ -	\$ -	.%	
4651.321		\$ -	\$ -	\$ 2,720.00	100.%	\$ -
*** GRAND TOTALS	\$ -	\$ -	\$ -	\$ -	.%	
		\$ -	\$ -	\$ 2,720.00	100.%	\$ -

TOWN OF BROWNSBURG
REVENUE REPORT - DONATION FUND

REV-2300
TMB Period 12/2023

Account Title Number	Est Revenue	Net Revisions Rev Revenue	Per Revenue YTD Revenue	Prev. Yr Per Prev. Yr YTD	% Col YTD % Col LYTD	Uncollected Bal
FIRE - SPECIAL UNIT REVENUE 2300.368.02	\$ -	\$ -	\$ - 1,125.00	\$ - \$ -	.% .%	 \$ (1,125.00)
FIRE - EVENT REVENUE 2300.369.02	\$ -	\$ -	\$ - 4,409.33	\$ 25.00 1,625.00	.% 100.0%	 \$ (4,409.33)
FIRE - MISC. REVENUE 2300.371.02	\$ -	\$ -	\$ - 105.20	\$ - 1,010.00	.% 100.0%	 \$ (105.20)
*** GRAND TOTALS	\$ -	\$ -	\$ - 5,639.53	\$ 2,625.00 2,635.00	.% 200.0%	 \$ (5,639.53)



EXECUTIVE BOARD ACTION

X./New/A. 2024 UNIFORM CONFLICT OF INTEREST (UCOI) STATEMENTS

Summary

Per I.C. 35-44.1-1-4:

“A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant. “Dependent” means any of the following: the spouse of a public servant, a child, stepchild, or adoptee (as defined in IC 31-9-2-2) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than on-half (½) of whose support is provided during a year by the public servant.”

Therefore, those employees with whom the Brownsburg Fire Territory (BFT) might conduct business during the calendar year, must submit a signed *Uniform Conflict of Interest Disclosure Statement* ((State Form 54266 (R2/6-15/Form 236)) for the Board’s acknowledgement. Copies are subsequently forwarded to the Provider Unit’s (Town of Brownsburg’s) Clerk-Treasurer’s office for filing with Hendricks County.

Attachments

- UCOI_J Butts_Mabriz Cleaning LLC
- UCOI_J Kish_Dinges Fire Company
- UCOI_C Laws_Custom Graphix LLC
- UCOI_D Ross_First Due Company LLC

Actions

- 01/16/24: For the Board’s notice and consent; will be forwarded to Clerk-Treasurer



UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (R2 / 6-15) / Form 236
STATE BOARD OF ACCOUNTS

Indiana Code 35-44.1-1-4

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in IC 31-9-2-2) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from IC 35-44.1-1-4. Care should be taken to review IC 35-44.1-1-4 in its entirety.

1. Name and Address of Public Servant Submitting Statement: Justin Butts
287 Picok Blvd Avon, IN 46123
2. Title or Position With Governmental Entity: Health & Safety Officer
3. a. Governmental Entity: Brownsburg Fire Territory
b. County: Hendricks
4. This statement is submitted (check one):
 - a. ☐ as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
 - b. ☐ as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. Name(s) of Contractor(s) or Vendor(s): Mahrie Cleaning LLC

6. Description(s) of Contract(s) or Purchase(s) (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship.):
Sanitation Services

7. **Description of My Financial Interest** *(Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):*

Source of Owner
Adrian K. Lee Merrill

(Attach extra pages if additional space is needed.)

8. **Approval of Appointing Officer or Body** *(To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university.):*

I (We) being the _____ of
(Title of Officer or Name of Governing Body)

_____ and having the power to appoint
(Name of Governmental Entity)

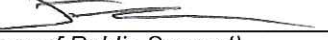
the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44.1-1-4; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

_____	_____
_____	_____
_____	_____
Elected Official	Office

9. **Effective Dates** *(Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):*

_____	_____
Date Submitted <i>(month, day, year)</i>	Date of Action on Contract or Purchase <i>(month, day, year)</i>

10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting of the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: 
(Signature of Public Servant)

Date: 01/10/23
(month, day, year)

Printed Name: Justin Butts
(Please print legibly.)

Email Address: jbutts@brownsherryfire.org

Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts by uploading it here https://gateway.ifionline.org/sboa_coi/ which is the preferred method of filing, or by mailing it to the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2765 and the Clerk of the Circuit Court of the county where the governmental entity took final action on the contract or purchase.



UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (R2 / 6-15) / Form 236
STATE BOARD OF ACCOUNTS

Indiana Code 35-44.1-1-4

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in IC 31-9-2-2) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from IC 35-44.1-1-4. Care should be taken to review IC 35-44.1-1-4 in its entirety.

1. Name and Address of Public Servant Submitting Statement: Jeffrey Kiss II
1655 Beacon Pointe Blvd. Brownsburg, IN 46112
2. Title or Position With Governmental Entity: Firefighter / EMT
3. a. Governmental Entity: Brownsburg Fire Territory
b. County: Hendricks
4. This statement is submitted (check one):
 - a. ☐ as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
 - b. ☒ as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. Name(s) of Contractor(s) or Vendor(s): Dinges Fire Company

6. Description(s) of Contract(s) or Purchase(s) (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship.):
Sells Firefighting equipment

7. **Description of My Financial Interest** *(Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):*

Salesmen for Dinges Fire Company.

(Attach extra pages if additional space is needed.)

8. **Approval of Appointing Officer or Body** *(To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university.):*

I (We) being the _____ of
(Title of Officer or Name of Governing Body)

_____ and having the power to appoint
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44.1-1-4; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

Elected Official


Office

9. **Effective Dates** *(Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):*

Date Submitted *(month, day, year)*

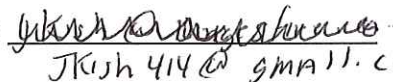
Date of Action on Contract or Purchase *(month, day, year)*

10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting of the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: 
(Signature of Public Servant)

Date: 01 / 10 / 2024
(month, day, year)

Printed Name: Jeremy Kish
(Please print legibly.)

Email Address: 
JKish414@gmail.com

Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts by uploading it here https://gateway.ifionline.org/sboa_coi/ which is the preferred method of filing, or by mailing it to the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2765 and the Clerk of the Circuit Court of the county where the governmental entity took final action on the contract or purchase.



UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54286 (R2 / 6-15) / Form 236
STATE BOARD OF ACCOUNTS

Indiana Code 35-44.1-1-4

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The foregoing consists only of excerpts from IC 35-44.1-1-4. Care should be taken to review IC 35-44.1-1-4 in its entirety.

1. **Name and Address of Public Servant Submitting Statement:** Christopher Laws
2. **Title or Position With Governmental Entity:** Firefighter
3. a. **Governmental Entity:** Brownsburg Fire Territory
b. **County:** Hendricks
4. **This statement is submitted (check one):**
 - a. ☐ as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
 - b. ☐ as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. **Name(s) of Contractor(s) or Vendor(s):** Custom Graphics LLC
6. **Description(s) of Contract(s) or Purchase(s)** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship.):
Screen printing

7. **Description of My Financial Interest** *(Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):*

Screen printing

(Attach extra pages if additional space is needed.)

8. **Approval of Appointing Officer or Body** *(To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university.):*

I (We) being the _____ of
(Title of Officer or Name of Governing Body)

_____ and having the power to appoint
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44.1-1-4; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

_____	_____
_____	_____
_____	_____
Elected Official	Office

9. **Effective Dates** *(Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):*

_____	_____
Date Submitted (month, day, year)	Date of Action on Contract or Purchase (month, day, year)

10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting of the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: 
(Signature of Public Servant)

Date: 01/10/2024
(month, day, year)

Printed Name: Christopher Laws
(Please print legibly.)

Email Address: CLaws@brownsburgfire.org

Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts by uploading it here https://gateway.ifionline.org/sboa_coi/ which is the preferred method of filing, or by mailing it to the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2765 and the Clerk of the Circuit Court of the county where the governmental entity took final action on the contract or purchase.



UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (R2 / 6-15) / Form 236
STATE BOARD OF ACCOUNTS

Indiana Code 35-44.1-1-4

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The foregoing consists only of excerpts from IC 35-44.1-1-4. Care should be taken to review IC 35-44.1-1-4 in its entirety.

1. **Name and Address of Public Servant Submitting Statement:** Donald Ross
1829 N. County Road 100 E. Danville, IN 46122
2. **Title or Position With Governmental Entity:** Firefighter/EMT
3. a. **Governmental Entity:** Brownsburg Fire Territory
b. **County:** Hendricks
4. **This statement is submitted (check one):**
a. ☐ as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
b. ☒ as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. **Name(s) of Contractor(s) or Vendor(s):** First Due Company LLC
6. **Description(s) of Contract(s) or Purchase(s)** *(Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship.):*
General Contractor

7. **Description of My Financial Interest** *(Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):*

Possible work for the town of Brownsburg and for the Fire Territory. Profit unknown

(Attach extra pages if additional space is needed.)

8. **Approval of Appointing Officer or Body** *(To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university.):*

I (We) being the _____ of
(Title of Officer or Name of Governing Body)

_____ and having the power to appoint
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44.1-1-4; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

Elected Official

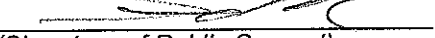
Office

9. **Effective Dates** *(Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):*

Date Submitted (month, day, year)

Date of Action on Contract or Purchase (month, day, year)

10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting of the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: 
(Signature of Public Servant)

Date: 01,10,2024
(month, day, year)

Printed Name: Donald Ross
(Please print legibly.)

Email Address: dross@brownsburgfire.org

Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts by uploading it here https://gateway.ifionline.org/sboa_coil/ which is the preferred method of filing, or by mailing it to the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2765 and the Clerk of the Circuit Court of the county where the governmental entity took final action on the contract or purchase.



EXECUTIVE BOARD ACTION

XI./Old/A. PUMPER PURCHASE (E134)

Summary

Purchase of new pumper (\$1,000,000.00) and performance bond (\$2,837.00).

Attachments

- None

Actions

- 11/21/23: Chief Alcorn seeking permission to enter into agreement to initiate new pumper purchase pending legal approval of the contract. Presentation for Board discussion and consideration for approval.
- 12/19/23: Chief Alcorn notified the Board that the manufacturer approved at the November 21, 2023 Regular meeting (Pierce), extended the pumper delivery date beyond what is reasonable for the BFT. Chief Alcorn requested approval of a new manufacturer – EOne – who could deliver a new pumper in 28 months. He noted that the three active engines are EOnes, that EOne had vehicle motors in stock and, as these were manufactured prior to the NFPA new build requirements, the cost is around \$15,500.00 less than originally requested. Unanimous consent (3-0) was verbally given to switch manufacturers.
- 01/16/24: Chief Alcorn to provide update.



EXECUTIVE BOARD ACTION

XI. Old/B. STRATEGIC COVERAGE AND RISK REDUCTION

Summary

Citing increased growth south and east of the Territory, as well as low run numbers attributed to Station #132 (7455 East CR 1000 North), Chief Alcorn presented the Board with arguments for relocation of Station #132 further south of US 267, and the establishment of a new Fire station #134 south/southeast.

Reference

- 4/17/21: Work Session handout (original version available by request to Admin@BrownsburgFire.org). Updated version of presentation available at www.brownsburgfire.org
- 7/8/21: Work Session audio available at: <http://brownsburgin.swagit.com/boards-and-commissions/> under the “Fire Territory” tab
- 7/8/21: Presentation to Participating Units available at <http://brownsburgin.swagit.com/town-council> under “Town Council” tab
- 12/19/23: Contract for Purchase of Real Estate

Actions

- 4/17/21: Work Session: introduction and overview.
- 4/19/21: Chief Alcorn approved by Board to obtain property appraisals for potential relocation of Station #132 and establishment of Station #134.
- 5/17/21: Chief Alcorn updated the members that he is continuing to seek appraisals.
- 6/21/21: RE: Station #132 Proposed Relocation: Chief Alcorn still awaiting permission from developer to access the site of interest in order to obtain appraisal.
RE: Station #134 Proposed New Location: Chief Alcorn continues to work with Town of Brownsburg Town Manager and Economic Development Director for potential sites.
- 7/8/21: Chief Alcorn and senior staff presentation to Brown Township Board, Lincoln Township Board, and Town Council (“Participating Units”).
- 7/19/21: Chief Alcorn updated the members regarding the presentation to the Participating Units, and that a website link had been made available for questions from the general public; no questions had been posted to date. Initial questions from the Town Council concerned building Station #134 before relocating Station #132. Chief Alcorn had indicated that staffing Station #134 would require funding and could not be accomplished without the LIT distribution.
- 8/16/21: (Executive Board meeting canceled).
- 9/20/21: Fire Station #132: Proposed Relocation: Chief Alcorn stated he had received letters of approval from Connection Pointe Church to have an appraisal conducted on the potential site.
Fire Station #134: Proposed Additional Station: Chief Alcorn stated he continues to work with Town of Brownsburg personnel to identify potential sites. In addition, staffing Station #134 would require additional funding.
- 10/18/21: (Executive Board meeting canceled).
- 11/15/21: Fire Station #132: Proposed Relocation: Chief Alcorn notified the Board that two appraisals were in progress.
Fire Station #132: Proposed Additional Station: No further updates
- 12/14/21: Chief Alcorn to provide update to Board
- 1/25/22: (Not included on agenda).
- 2/22/22: (Executive Board meeting canceled).
- 3/22/22: (Executive Board meeting canceled).
- 4/19/22: (Not included on agenda).
- 5/17/22: (Executive Board meeting canceled).
- 6/21/22: Chief Alcorn to provide update.
- 12/19/23: Chief Alcorn notified the Board that, at their Thursday, December 7, 2023 Regular meeting, the Town of Brownsburg Town Council passed Agenda Item #6.2 “Motion for Consideration of Land Acquisition for



EXECUTIVE BOARD ACTION

Potential Fire Station' and subsequently passed Resolution #2023-29 "A Resolution for Authorization to Transfer an appropriation within the 2023 Budget." The resolution approved the transfer of \$10,000.00 from 2243.207.309-Professional Services to 2243.207.401-Land Acquisition. The funds represent earnest money for land purchase related to proposed Station #134/HQ. Chief Alcorn noted that the land purchase contract is not valid until ratified by the Board and requested approval to execute the land purchase contract. In addition, he stated that the contract had been reviewed by both the BFT and Seller's legal counsel. The Board unanimously approved a motion to enter into the contract for land acquisition by a vote of 3-0.

- 01/16/24: Chief Alcorn to provide update.



EXECUTIVE BOARD ACTION

XI./New/A. MONTHLY STAFF REPORTS

Summary

Department Chief's reporting.
Incident and Run counts.

Attachments

- Incidents, Runs, and Staff Report: 12/2023 Activity

Actions

- 01/16/24: Board review and questions



Brownsburg Fire Territory

Senior Staff Monthly Report

DECEMBER 2023 Activity

VGT Run Activity

Fire/Technical: 134

EMS: 237

Total: 371

Deputy Chief of Administration, Todd Miller

VEHICLE MAINTENANCE

EG132:

- VGT Actuator replaced \$316.25

LD139:

- Replace heater hose and fluids \$5.40 parts

C1303:

- PMI \$42.73 (parts \$38.98 / other \$3.75)

- Replace one tire \$259.24 (parts \$239.00 / labor \$19.99)

C1340:

- PMI \$69.33 (parts \$39.75 / labor \$19.50 / misc. \$10.08)

MD133:

- Replace both front tires \$364.48 (parts \$324.00 / labor \$39.98 / other \$.50)

MD139:

- Replace tie-rod end and align \$910.75 (parts \$268.75 / labor \$592.00 / misc. \$50.00)

New Trucks:

2023 Chevy Silverado picked up on 12/15 and put in service.

BUILDING MAINTENANCE

Headquarters:

Station 131:

- Station generator repair \$1,834.50 (labor \$1,386.00 / other \$448.50)

Station 132:

- Septic filter change \$250.00

- Parking lot and flagpole light replacement \$2,830.00

Station 133:

- Sprinkler system 3-year dry system air leak test \$762.00

Headquarters Stock Items:

- DEF \$139.90

-Antifreeze \$115.90

Division Chief of EMS, Zach Bowers

Meetings: HCCC Steering Committee;

EMS Training: Attended HRH ALS Audit and Review; Annual skills competencies for monthly shift training. IEMSA Conference in French Lick; Hosted and Instructed Primary Instructor Course;

Other: EMS Week for Lateral Recruit Class with Plainfield Fire Territory; Lunch for the Crews; Recruit Class Graduation;

Health and Safety Officer, Justin Butts

- Took delivery of all 6 fitness bikes and delivered them to the firehouses.
- Completed additional strength assessments and residual work performance evaluations
- Took and passed the NSCA Tactical Strength and Conditioning Facilitator Certification test
- Completed individual fitness summary files.
- Sent completed files to each applicable employee
- Began programming discussions for future recruit classes



Brownsburg Fire Territory

Senior Staff Monthly Report

DECEMBER 2023 Activity

- Tracked progress of recertification for PFT Certification- due to organizational delays, PFTs expiring on 12/31/23 were extended by six months.
- Britani Frederickson became our newest PFT after completing her course and passing the exam
- Investigated department vehicle accident
- Planned for and prepared crew appreciation lunches

Division Chief of Training & Safety, Jerry Harder

Monthly Trainings:

- There is a new training plan in place for 2024. Each month will have a topic and a list of objectives to be completed. The end of every month will consist of a multi-company training exercise. This month we are focusing on chauffeur training and on how to pull a trailer.

Training Grounds:

- We have received 3 40' used Conex cans and 4 20' Conex cans. Most of these cans will be used as replacements within the burn facility. 2 of the 20' cans will be used to make a live fire prop for fire prevention so that they can keep up on their investigation skills.
- All of the extrication vehicles have been removed. Thanks Ploughes Towing!!

Recruit Class:

- Recruit class 23-17 has been completed. This was a collaborated effort between Brownsburg and Plainfield Fire Territories. It was a great class and with great instructors from both departments. The class graduated 12 new firefighters, 3 of which belong to Brownsburg. The next recruit class will be later this year.

Brownsburg Special Operations:

- The Trench / Collapse Trailer will be in-service next month. We are currently training firefighters at Station 132 how to safely pull a trailer while driving emergent.
- We are currently preparing to be a decontamination unit for hazardous materials incidents. We will be training firefighters on this new skill within the next few months.

Hendricks County Rescue Task Force:

- The TF was able to conduct rope rescue training of a "hunter that fell out of a tree stand." This was a great training and firefighters learned about different ways to remove the hunter from a tree.

SCBA:

- The new SCBA have been working great. Our new SCBA masks have the ability to connect to our radios via Bluetooth. This option allows us to hear radio traffic better and to also have a mic in the mask to transmit a message more clearly. We have been working with Hendricks County Communications (dispatch) thru some issues with radio and the mask connectivity. That issue has been resolved.
- We now have dedicated SCBA for our reserve ladder and engine. This is a step in the right direction to always have our reserve apparatus "run ready" if the need ever arises to put them in-service as extra apparatus.

Public Information Officer (PIO), Nina Powell

- Increased Facebook engagement by 20% to 23,372 for the month of December
- Reached 46,604 viewers on Facebook with safety messaging and Santa event messaging.
- Reached 1806 accounts on Instagram with safety messaging and Santa event messaging.
- Reached 328,000 video views on TikTok for a 1,020% increase from 29,000 views the previous month with one video nearly going viral
- Increased TikTok profile views by 855% and increased comments by 417%
- Increased TikTok likes by 759% to 15,000 likes
- Increased TikTok followers by 2,254 for an increase of 187%
- As a result of successful public education social media messages & citizens who care, the BFT experienced ZERO house fires in our fire protection area on Christmas eve, Christmas Day and New Years Eve.
- Nina Powell was confirmed as a speaker at the Fire Inspectors Association of Indiana Conference for March 2024
- Nina Powell was appointed to the FIAI Conference Planning Committee
- Nina Powell was confirmed as a speaker at the Automotive Safety Injury Prevention Conference for June 2024
- Nina Powell met with Courtney Lee, PIO & Public Educator for WTAFFD to help them develop successful social media and public education strategies fostering community connection and risk reduction.



Brownsburg Fire Territory

Senior Staff Monthly Report

DECEMBER 2023 Activity

- In summary, we reached 376,410 viewers on social media, showed zero residential fires on Holidays during the high fire risk winter months, accepted speaking engagements and committee appointments as opportunities to demonstrate the full value of The BFT as a leading Fire Service in the State of Indiana and helped train our Avon partners to strengthen their approach to reduce their risk while increasing their engagement.
- We continue to be on path for successfully creating an increase in safety for the customers of Brownsburg Fire Territory while continuing to be a leading organization in the State of Indiana.

Fire Prevention Division, Fire Marshal Paul Hudson

Fire Prevention Staffing

DFM Schlageter and DFM Powell provided coverage of Fire Marshal's duties during FM Hudson's 3-week absence.

Major Construction and Remodel Projects

The Arbuckle Phase 2 - 7140 Arbuckle Commons
Home 2 Suites - 520 W Northfield
Brownsburg Schools Administration remodel - 310 Stadium Dr.
Starbucks - 4470 Gipper Way
Schumacher Racing Shop 2 - 1683 E Northfield Dr.
Patrick Place Lot 10 - 730 Patrick Pl
Bill Estes Ford EV charging stations 450 E Northfield Dr.
State Bank drive through addition 900 E 56th St.
Park 74 Commerce Center - building 1 - 9600 E CR 400 N
Park 74 Commerce Center - building 2 - 9822 E CR 400 N
Pinheads (Brownsburg Bowl) renovation - 18 Whittington Dr.
Main Street Storage - in development stage
Reinbold Development - in development stage
Indy Decorative Concrete - in development stage
Oranomed 1145 E Northfield Dr.
HMD Motorsports 843 E Main St.
Brownsburg High School - 1000 S Odell St.
Chipotle Mexican Grill 905 N Green St.
Meijer - in development planning stage
Brown Center - 25 S. Green St.
Wawa Convenience Store - 60 E Garner Rd.
DXL office buildout - 9915 Lacy Knot Dr. - certificate of occupancy issued
JCM Racing Facility - in development stage

Community Risk Reduction Engagement

Code compliance consulting: architects/engineers
Existing business and school inspections
Fire Investigations
Town of Brownsburg events meetings

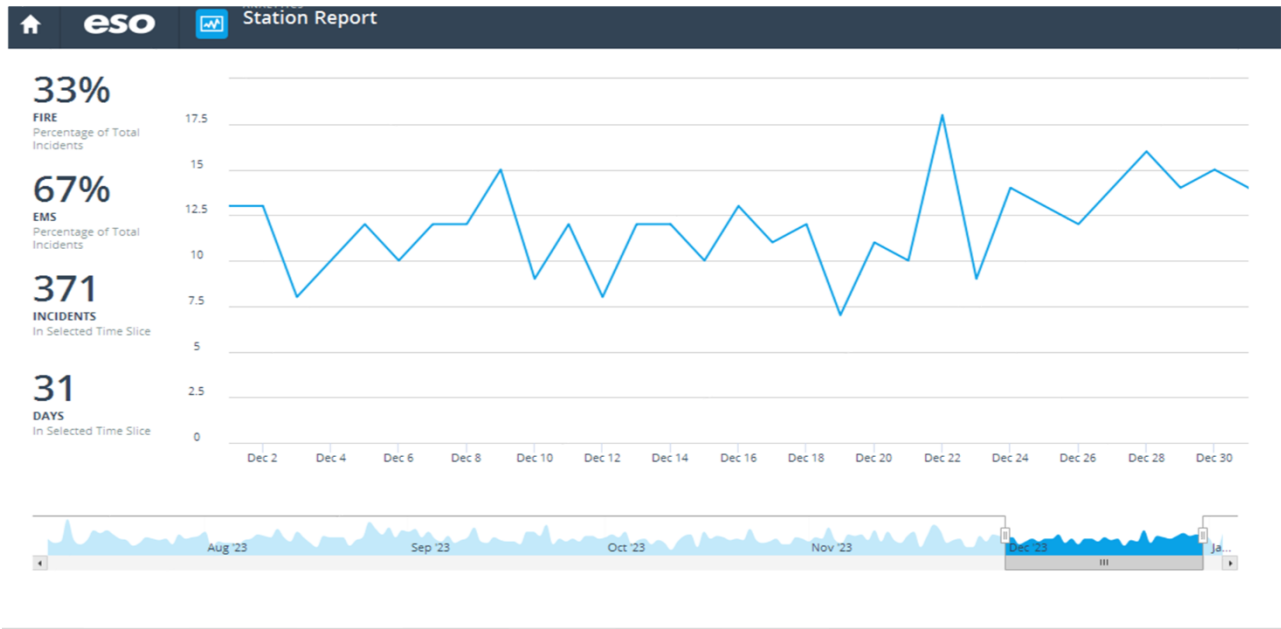
Public Education & Community Events

Santas Bedtime Story at Station 133 was viewed by 228 households via our YouTube for an estimated attendance of 342+ viewers.
Santas Bedtime Story at Station 132 was viewed by 316 households via our YouTube for an estimated attendance of 474+ individuals.
Santas Bedtime Story at Station 131 on Christmas Eve was viewed by 80 households via our YouTube for an estimated attendance of 120+ viewers.
The Kiwanis & BFT Santa event at Bundy lodge was a great event reaching approximately 130 people in person taking photos with Santa, the firetruck and the firefighters.
Our first annual Brownsburg Fire Territory "Santas Helpers" event was a success with 153 registrants! Children colored pictures with the firefighters, had their picture taken with Santa, enjoyed cookies with punch and each family had a wonderful time. At the end of the event, Santa and the firefighters delivered the pictures the children drew to 3 senior communities within our fire protection area (250 Northfield, 1010 Hornaday & 2 E. Tilden) reaching 200 seniors.
The video of Santas delivery is posted on our YouTube and received 550 households for an estimated attendance of 825 viewers. It was an amazing service project allowing the children to do something special for the seniors who often cannot have company during the holidays. We are thankful for our partners at the Brownsburg Public Library for giving children books at the event and lending Santa books for story time!
Our total in-person and virtual outreach for the Month of December via Station tours, public education and Santa events was 2,284 people educated in person and virtually.

INCIDENTS

12/2023 ACTIVITY

Week Ending	12/3/23	12/10/23	12/17/23	12/24/23	12/31/23	Totals
(10) Fire, other		1				1
(11) Structure Fire	1	1		3		5
(13) Mobile property (vehicle) fire		1	1			2
(14) Natural vegetation fire		1	1			2
(15) Outside rubbish fire				2		2
(24) Explosion (no fire)					1	1
(30) Rescue, emergency medical call (EMS), other		6	1		3	10
(31) Medical assist				2		2
(32) Emergency medical service (EMS) incident	23	48	51	50	65	237
(40) Flammable gas or liquid condition, other		2		1		3
(41) Combustible/flammable spills & leaks	1	2				3
(42) Chemical release, reaction, or toxic condition		1				1
(44) Electrical wiring/equipment problem				2	1	3
(50) Service call, other			1			1
(51) Person in distress	1				3	4
(53) Smoke, odor problem				2		2
(55) Public service assistance	1	1	3	2	1	8
(56) Unauthorized burning					1	1
(60) Good intent call, other	1		1			2
(61) Dispatched and canceled en route	3	10	9	11	15	48
(62) Wrong location, no emergency found		1	1		1	3
(65) Steam, other gas mistaken for smoke				1		1
(67) HazMat release investigation w/no HazMat			1			1
(70) False alarm and false call, other	2	1	5	3	2	13
(73) System or detector malfunction		3	1	1	3	8
(74) Unintentional system/detector operation (no fire)	1	1	2	1	2	7
Totals:	34	80	78	81	98	371



Week Ending	12/3/23	12/10/23	12/17/23	12/24/23	12/31/23	Total
Brownsburg Fire Headquarters		1			1	2
Out of District Station- Pittsboro Fire Dept	1		1	2	1	5
Out of District Station-Danville Fire Dept			1			1
Out of District Station-Indianapolis Fire Dept		1				1
Out of District Station-Pike Township Fire Dept	1		1	2	1	5
Out of District Station-Plainfield Fire Dept					1	1
Out of District Station-Washington Twsp/Avon FD		2		1	2	5
Out of District Station-Wayne Township Fire Dept	1	2			1	4
Out of District Station-Whitestown Fire Dept	1	1	1			3
Station 131	18	49	50	49	61	227
Station 132		5	4	13	4	26
Station 133	12	19	20	14	26	91
Totals:	34	80	78	81	98	371



EXECUTIVE BOARD ACTION

XI./New/B. JOB DESCRIPTIONS, GENERAL ORDERS, AND POLICIES

Summary

Presentation by Chief Alcorn for approval

Attachments

- Job Description_13006-Lieutenant.pdf
- General Order_2023-06-304_Shift Trading.pdf
- General Order_2023-10-116_Bid System
- Policy_501_Work Schedules, Tardiness, and No Call No Show.pdf

Actions

- 01/16/24: Presentation for Board discussion and consideration for approval.



Status **Pending** PolicyStat ID **14862234**



Origination	N/A
Last Approved	N/A
Last Revised	N/A
Next Review	3 months after approval

Owner	Jeff Wilson: Deputy Chief
Policy Area	Policy

Proposed 13006-Job Description - Lieutenant

Job Title: Lieutenant

Department: Career-Operations-Staff

Reports To: Battalion Chief / Shift Commander (Captain if applicable)

FLSA Status: Non-Exempt

Prepared By: Brownsburg Fire Territory

Approved By: Fire Territory Executive Board

Approved Date:

Minimum Job Requirements (Qualifications)

- Must meet qualifications of Firefighter/EMT Basic
- Must have completed 5 full years of service as a firefighter with the Brownsburg Fire Territory or have completed 5 full years as a career firefighter with a minimum of 3 years at Brownsburg Fire Territory.
- Must have IDHS Fire Officer Strategy and Tactics certification
- Must have IDHS Instructor I certification
- Must have IDHS Incident Safety Officer certification
- Must have IDHS Fire Officer I certification
- Must have NIMS 100, 200, 300, 700, 800 certification
- Must successfully complete the Brownsburg Fire Territory promotion process

Job Summary

Perform a wide variety of fire ground operations, EMS operations, special operations, public education and fire prevention while representing the Brownsburg Fire Territory. Exhibit professionalism, courtesy, and appropriate behavior and discretion in all interactions with other employees and with the public.

- A. Leading and fostering the individuals in the float pool. This includes but is not limited to weekly mentoring to assure they are falling into place with our expectations as an organization, this will hopefully correct poor behavior in its infancy rather than let it manifest while going uncorrected. Employee evaluations, career advancement including education. *Section A is specifically for those officers assigned as the shift "float" officer.*

Domains of Responsibilities

Fire ground Operations	Special Operations	Administrative/Managerial
Station Duties	Emergency Medical Services	Public Relations
Driver/Operator	Training (float Lt. shift training officer) Training	Apparatus/Equipment Maintenance

Essential Duties

- Participate in all required department training, meetings, and activities. Educate shift personnel.
- Comply with all department rules, regulations, policies, and OGs.
- Communicate with members of the public and department personnel.
- Complete all required daily written and/or electronic records and communications.
- Ensure proper operational status of all apparatus, equipment and PPE before, during and after an incident.
- Respond to emergency/non-emergency incidents.
- Operate department apparatus, appliances and equipment.
- Provide basic and advanced life support to patients per certification level following established policies, protocols and guidelines as authorized by the medical director and the Brownsburg Fire Territory.
- Protect evidence of fire cause and origin from further disturbance.
- Administering daily training to the shift. This training can be something they feel is needed or a training delivered to them from the training division. *(specifically for those officers assigned to the shift "float" officer).*
- Assisting the Battalion Chief with the officer/engineer ride out program. *(specifically for those officers assigned to the shift "float" officer).*
- Float Lieutenant shall act as the shift training liaison.
- Perform other duties as assigned.

Knowledge

- Knowledge of Fire Department rules, regulations, policies and OGS.
- Knowledge of structure and function of the department.
- Knowledge of applicable local, state and federal laws.
- Knowledge of fire suppression theories, strategy, tactics, methods, and procedures.
- Knowledge of fire prevention and public education.
- Knowledge of fire investigation procedures.
- Knowledge of emergency medical procedures and EMS protocols.
- Knowledge of communication systems and procedures.
- Knowledge of department software applications.
- Knowledge of emergency vehicle operations.
- Knowledge of safe use, care and maintenance of all department equipment.
- Knowledgeable at the appropriate level in the various aspects of Special Operations.
- Knowledgeable at the appropriate level of Haz-Mat Operations.

Skills Requirements

- Physical skills sufficient for safe, efficient utilization of equipment and tools with or without PPE.
- Comprehension skills sufficient to receive, process, and appropriately respond to information presented in writing, verbally, or visually.
- Reading skills sufficient to read and comprehend printed information that would preclude the use of an interpreter, scanner, or other non-reading alternative.
- Mathematical skills sufficient to apply calculations and formulas to the task(s) at hand.
- Writing/typing skills sufficient to effectively complete all required department communications.
- Verbal skills sufficient to clearly and accurately communicate information.
- Grammar skills sufficient to clearly and accurately communicate written/taped information.
- Appropriate use and understanding of industry specific terminology.
- Skill sufficient to drive and operate fire apparatus.

Abilities/Personal Characteristics

- Ability to make rapid decisions and perform complex and dangerous tasks in changing and stressful conditions.
- Ability to follow orders, operate under guidance, and work in coordination with other members of a team to accomplish complex and dangerous tasks.
- Ability to function calmly, reliably, and according to training and protocols under conditions of extreme stress, with potential threat to life and health.

- Ability to carry out delegated responsibilities and tasks without continuous supervision.
- Ability to communicate in a calm, respectful manner, and clearly enough for understandable radio communication and face-to-face communications, with or without PPE.
- Ability to distinguish coordinates, utilize maps, and accurately distinguish address and street signs.
- Ability to comprehend written information, and to keep complete and accurate logs or records.

Physical Requirements

- Visual acuity adequate to meet industry standards.
- Hearing acuity adequate to meet industry standards.
- Physical ability to speak clearly enough for understandable radio communications and face-to-face communications while in full PPE.
- Move across rough terrain and over/around obstacles for extended distances in or out of PPE.
- Grasp/carry/twist/turn tools, equipment, hose couplings, hydrant caps, pump fixtures, etc. in or out of PPE.
- Remain stable in precarious positions for extended periods of time in or out of PPE.
- Stand, walk, climb, stoop, bend, twist, squat, crawl in or out of PPE.
- Physical ability to reach above shoulders in or out of PPE.
- Reach below waist in or out of PPE.
- Push, pull and lift heavy individuals, objects, tools, equipment, etc. in or out of PPE.

Working Conditions

- Operate on an irregular schedule including a 24-hour shift schedule or longer with occasional required overtime for training, meetings, or staffing needs.
- Operate in extreme weather conditions including but not limited to heat, humidity, cold, wind, rain, snow, sleet, ice, lightning.
- Operate in environments of loud noise, poor visibility, limited mobility, above ground heights, and in closed or confined spaces.
- Operate in states of mental and physical fatigue from extended periods of work and/or disrupted/deprived sleep.
- Operate in and around hazardous conditions such as but not limited to fire, smoke, electrical hazards, unstable structures, traffic hazards, chemical, biological and radiological hazards.

Supervisory Responsibilities

- Supervise a group of individuals on a daily basis (24-hour shift) with daily paperwork, duties, responses, and proper work ethic.
- The number of personnel could be from 1 person to a large group, depending on the situation. The ideal number for the Lieutenant to supervise is 3-5 personnel.
- Be a positive link in the communications chain between personnel and officers that provides a

positive environment that encourages the input of personnel, understands, explains, and supports the Territory's policies and procedures.

- Thoroughly and accurately relay input and information in both directions of the chain of command.
- Float pool personnel leadership and oversight. *(Specifically for those officers assigned as the shift "float" officer).*
- Entering all trainings into the data base from their respective shifts in which **they** instruct. Assuring that trainings administered by other shift personnel are entered by the instructor. *(Specifically for those officers assigned as the shift "float" officer).*
- Working with the training division to correct any deficiencies regarding shift personnel. We want to stress education before enforcement to grow our personnel. *(Specifically for those officers assigned as the shift "float" officer).*

Disclaimers

- This job description is intended to describe the general nature and level of work being performed by employees assigned to this job title.
- This job description is not intended to be construed as an exhaustive list of all responsibilities, duties, skills and behaviors of employees in this job.
- This job description is not an employment agreement or contract.
- The Brownsburg Fire Territory has the exclusive right to alter this job description at any time without notice.
- This job description is intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.
- Refer to the Employee Handbook for further requirements of Job Descriptions.
- Any active applications for reciprocity will not count toward required licenses or certifications.
- Refer to the Territory's Organizational Chart for details of the Chain of Command.

Approval Signatures

Step Description	Approver	Date
	Larry Alcorn: Fire Chief	Pending



Origination	07/2023
Last Approved	N/A
Last Revised	01/2024
Next Review	3 months after approval

Owner	C. Todd Miller: Deputy Chief
Policy Area	General Orders

General Order 2023 - 06 - 304 - Shift Trading

This General Order supersedes 304 - Shift Trading

Personnel wishing to trade shifts may do so after submitting the request in ~~Crew Scheduler~~ the scheduling system for approval by the Battalion Chief. For the proper trade request procedure, see Shift trading or Kelly Day trading procedures attached to this policy.

Any duty hours traded will be repaid with equivalent duty hours only. No other form of compensation or repayment will be allowed.

All requests for shift trading shall be at the discretion of the Battalion Chief before the affected shifts. Trade request approvals will be based on the daily staffing needs and personnel requirements of the Territory.

Battalion Chiefs cannot trade off without having a promoted officer on duty who is qualified to ride out in the Battalion Chiefs position.

Civilian Paramedics will be permitted to trade with firefighters so long as there are three civilian paramedics remaining on duty, or they will be required to trade with a firefighter / paramedic. When civilian paramedics trade onto a ~~firefighter's~~ firefighters shift, they will be required to do so on a shift where there is an opening on one of the medic trucks.

Hours worked by any shift personnel who voluntarily agree to substitute for another shift employee during that employee's scheduled work hours, shall be excluded from the calculation of the hours otherwise eligible for overtime compensation as provided for by the FLSA.

Failure to report for scheduled and approved trades shall be considered a no call / no show and result in discipline as outlined in Policy 501, as well as a loss of trade privileges as follows:

1st Occurrence - loss of any new trade privileges for 90 days.

2nd Occurrence - (within 24 months of 1st occurrence) loss of any new trade privileges for 180 days.

3rd Occurrence - (within 24 months of 1st occurrence) - loss of any new trade privileges for 365 days.

Personnel that are a no call / no show, will have vacation time equal to the amount of time the trade was for deducted from their vacation accrual. If the employee is out of vacation time for that calendar year, the time will be deducted from the next calendar year.

Personnel that call off sick on a scheduled and approved trade will be required to provide a note from a medical doctor releasing them from work for the date of the scheduled trade. Personnel that do not provide a medical release will have vacation time deducted for the equal number of hours as the trade was approved for. If the employee is out of vacation time for that calendar year, the time will be deducted from the next calendar year.

Any call back hours accepted by personnel are not eligible for trading.

Once a trade has been approved by the Battalion Chief / Shift Commander, the person trading on will be required to work that shift unless one of the following occurs:

- A. The person they agreed to trade with allows the trade to be ~~cancelled~~canceled and works their shift or,
- B. They find another person to trade with for that shift. In this case for payroll purposes, it will be considered a "double trade" and will need to be coded as such by the Battalion Chief / Shift Commander in the ~~Crew Scheduler-staffing~~scheduling system.

The person needing the double trade will submit the trade following the guidelines in the shift trade attachment but will need to select the correct Battalion Chief / Shift Commander for approval.

Shift trade-offs and Kelly trade-offs cannot be combined at any time.

Criteria for Approving Trades

- Shift personnel trading shifts are not permitted to remain on duty for more than 60 hours (consecutive) and must be off duty 12 hours at a minimum before permitted to return to duty.
- Emergency trades will be permitted at the discretion of the Battalion Chief. An employee must contact the on-duty Battalion Chief by phone for approval of an emergency trade.

Reasons for Denying Trades

- At the discretion of the Battalion Chief
- Fill-in does not meet staffing or qualification requirements as determined by the Battalion Chief
- Failure to meet general trade policy requirements

****Trades are a privilege offered by the department, and not an employee right.***

Battalion Chief Responsibilities

- The Battalion Chief must approve or remove the trade time in ~~Crew Scheduler~~the scheduling system prior to the date of the trade. If the entries and notes have not been made or have been removed, the trade will not be allowed.
- For emergency trades the Battalion Chief shall enter the trade into ~~Crew Scheduler~~the

[scheduling system](#) at his/her earliest convenience.

Shift Personnel Responsibilities

- Shift personnel shall follow the guidelines in the correct trade attachment to initiate a trade for approval. ~~The date of the trade payback must be included in the trade request, or it shall not be considered for approval.~~
- Shift personnel will not be allowed to trade duty hours once they have reached an outstanding balance of 240 shift trade off hours or 240 shift trade working hours ~~against~~, [unless that trade moves](#) them ~~in Crew Scheduler, unless that trade moves them~~ towards a zero balance.
- The Administrations will not have any responsibility tracking shift trade time. Shift personnel are solely responsible for monitoring their shift trade time to ensure they do not exceed the maximum of 240 shift trade off hours.
- At no time will compensation be awarded if a trade payback is not completed due to personnel shift reassignment, or employment termination.

Attachments

[Kelly Trade Procedure.pdf](#)

[Shift Trade Procedure.pdf](#)

Approval Signatures

Step Description	Approver	Date
	Larry Alcorn: Fire Chief	Pending



Origination 09/2023
Last Approved 01/2024
Last Revised 01/2024
Next Review 04/2024

Owner C. Todd Miller:
Deputy Chief
Policy Area General Orders

General Order 2023 - 10 - 116 - Bid System

This General Order supersedes policy 116 - Bid System

Purpose

This policy will be the guideline for filling vacancies within the organization

Procedure

1. The Deputy Chief of Operations will send a communication announcing the vacant position to be bid
 - a. This communication will include the employee response deadline
2. The bid will be awarded based on the parameters of the bidding process which typically include
 - a. Department seniority
 - b. Position qualifications
 - c. Time in grade for officers
3. The Deputy Chief of Operations will notify the person awarded the position. Move date will be coordinated with the Operations Chief, Battalion Chiefs, and pay period dates.
4. When no qualified person bids for an open position:
 - a. That position will remain open until a qualified person bids
 - b. The open bid will be filled with ride out personnel on the same shift
 - c. Employees may be temporarily moved from a bid position to fill the vacant spot
 - d. Temporarily moved bid employees will return to their bid position once the open bid is closed
5. To ensure payroll accuracy, all awarded bid positions for PERF Firefighters shall be effective

on the first assigned shift of the next 28-day pay cycle. All awarded Civilian Paramedic bid positions, can take effect on the first assigned shift of the next 80-hour week pay cycle. During such times that an emergency staffing situation arises, personnel can be moved to fill those vacancies outside of the above stated time frames.

General Information

1. Civilian Medics, Firefighters, Fire Medics, Chauffeurs, Company Officers, and apparatus float positions may be subject to bid
2. The 4th position on a fire apparatus will be considered the apparatus' float position
3. Firefighters may request to forfeit their bid position and request to be moved to a shift float position on his or her own shift if available
4. Probationary employees are not allowed to bid for any position until they have completed their probationary year.
5. The Deputy Chief of Operations may temporarily assign personnel to other shifts to balance the shifts or to meet operational needs
 - a. This may be done in accordance with reverse seniority when feasible
 - b. Probationary firefighter and civilian paramedic employees may be moved assignments to meet the operational needs of the Territory
 - c. Personnel may, but are not guaranteed to have the opportunity to return to their previous shift and assignment except those moved from a bid spot.
6. Vacant officer positions for tested promoted officers will be bid by the following beginning 1/1/2024.
 - a. Time in grade. (this will not effect current officers in bid positions unless they vacate their spot to move)
 - b. Seniority. If two current officers have the same time in grade. (example, 2 officers made on the same day pre-2024)
 - c. Finishing position. If candidates are in the same process at the same time no matter what their department seniority is, the higher tested candidate gets the bid choice. Any process beginning in 2024 moving forward.
7. Nothing in these procedures shall supersede the authority of the Fire Chief of the Territory from moving or assigning personnel as they see fit for the betterment of the Department. This includes all bidding.

Position Assignments

1. Bidding position assignments shall be bid in accordance with the qualifications set forth in ADMOG-4, Deployment of Forces.

Kelly Days

1. When you bid out of your position to a different shift, you will be given a new Kelly Day assigned to that bid seat.

Vacation Time

1. If you bid to a new shift you will forfeit your approved vacation days and will need to reapply for vacation time with your new Battalion Chief.

Note: If the department moves you from your position to another shift, the department will honor your previously approved vacation time.

Approval Signatures

Step Description	Approver	Date
	Larry Alcorn: Fire Chief	01/2024

116 - Bid System

Purpose

~~The purpose of this policy is to reward employees for years of service by establishing procedures for posting and filling vacancies seniority and certifications.~~ This policy will be the guideline for filling vacancies within the organization.

Procedure

1. The Deputy Chief of Operations will send a communication announcing the vacant position to be bid.
 - a. This communication will include the employee response deadline.
2. The bid will be awarded based on the parameters of the bidding process which typically include.
 - a. Department seniority
 - b. Position qualifications
 - c. Time in grade for officers
3. The Deputy Chief of Operations will notify the person awarded the position. Move date will be coordinated with the Operations Chief, Battalion Chiefs, and pay period dates.
4. When no qualified person bids for an open position:
 - a. That position will remain open until a qualified person bids.
 - b. The open bid will be filled with ride out personnel on the same shift.
 - c. Employees may be temporarily moved from a bid position to fill the vacant spot.
 - i. Temporarily moved bid employees will return to their bid position once the open bid has closed.
5. To ensure payroll accuracy, all awarded bid positions for PERF Firefighters shall be effective on the first assigned shift of the next 28-day pay cycle. All awarded Civilian Paramedic bid positions, can take effect on the first assigned shift of the next 80-hour week pay cycle.

General Information

1. Civilian Medics, Firefighters, Firefighter medics, Chauffeurs, Company Officers, and apparatus float positions may be subject to bid
2. The 4th position on a fire apparatus will be considered the apparatus' float position.

~~Shift float firefighter or officer positions (general staffing not permanently assigned to apparatus) may not be subject to bid.~~

3. Firefighters may request to forfeit their bid position and request to be moved to a shift float position on his or her own shift if available.
4. Probationary employees are not allowed to bid for any position until they have completed their probationary year.
5. The Deputy Chief of Operations may temporarily assign personnel to other shifts to balance the shifts or to meet operational needs.
 - a. This may be done in accordance with reverse seniority when feasible.
 - b. Probationary firefighter and civilian paramedic employees may be assigned as needed to meet the operational needs of the Territory
 - c. Personnel may, but are not guaranteed to have the opportunity to return to their previous shift and assignment except those moved from a bid spot.

~~Vacant tested promoted ranks will be bid by department seniority~~

6. Vacant officer positions for tested promoted officers will be bid by the following beginning 1/1/2024.
 - a. Time in Grade. (this will not affect current officers in bid positions unless they vacate their spot to move)
 - b. Seniority. If two current officers have the same time in grade. (example, 2 officers made on the same day pre-2024)
 - c. Finishing position. If candidates are in the same process at the same time no matter what their department seniority is, the higher tested candidate gets the bid choice. Any process beginning in 2024 moving forward.
7. Nothing in these procedures shall supersede the authority of the Fire Chief of the Territory from moving or assigning personnel as they see fit for the betterment of the Department. This includes all bidding.

Position Assignments

1. Bidding position assignments shall be bid in accordance with the qualifications set forth in ~~SOG OFC-5~~ **ADMOG-4**, Deployment of Forces.
- ~~2. In the event where a tested officer is placed into the Float Pool then that Officer retains the right to bid any open position, if they qualify for said position, with the understanding that they will still act as the fill in Officer as needed within their shift.~~

Kelly Days

1. When you bid out of your position to a different shift, you will be given a new Kelly Day assigned to that bid seat.

Vacation Time

1. If you bid to a new shift, you will forfeit your approved vacation days and will need to reapply for vacation time with your new Battalion Chief.

Note: If the department moves you from your position to another shift, the department will honor your previously approved vacation time.



Origination: 08/2017
Last Approved: 12/2021
Last Revised: 08/2017
Next Review: 12/2022
Owner: Larry Alcorn: Fire Chief
Policy Area: Policy
References:

Work Schedules, Tardiness, and No Call/No Show, 501

The normal work schedule for all Administrative personnel is Monday thru Friday, 0800 to 1630 hours. Administrative personnel do not work on those days designated as recognized holidays by the Brownsburg Town Council.

The normal work schedule for all Shift Personnel employees is twenty-four (24) hours per shift, on a three (3)-shift rotation. Shift Personnel work their twenty-four (24) hour assigned shift and then are off for forty-eight (48) hours. The shift designations are "A", "B" & "C". The Shift will start at 0700 and go until 0700 the next morning.

Administrative and Civilian employees work a forty- (40) hour week or eighty- (80) hours per pay period. Shift Personnel hours will vary during the two-week pay period based on shift assignment. Shift Personnel overtime hours are calculated on a 28-day pay period basis in accordance with the provisions of the Fair Labor Standards Act.

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be worked.

TARDINESS

Personnel are expected to be in uniform and ready to respond to calls for emergency services by 0700. Shift personnel who fail to comply with this shall be considered tardy. Each incident of tardiness shall result in the loss of vacation time equal to the amount of tardiness rounded up to the nearest half (1/2) hour.

In addition to the loss of vacation time, habitual tardiness shall result in progressive discipline as follows:

- 1st Occurrence- Written Warning
- 2nd Occurrence (within 24 months of 1st Occurrence) - Written Reprimand
- 3rd Occurrence (within 24 months of 1st Occurrence) - Suspension
- 4th Occurrence (within 24 months of 1st Occurrence) - Recommendation of Termination

Tardiness in excess of fifteen (15) minutes, without prior notification to employee's supervisor, shall be considered a no call/ no show for the purposes of discipline.

Unforeseeable and uncontrollable events that affect punctuality do occur from time to time but are unlikely to recur within close time frames to a specific individual. If, in the sole discretion of the Chief, tardiness occurs because of an event that is determined to be an unforeseeable or uncontrollable event, the loss of vacation

time will still occur; however, the employee shall not be considered tardy for the purposes of progressive discipline. Tardiness due to off-duty employment is NOT considered to be unforeseeable, uncontrollable, or excusable.

An Officer's failure to report and address tardiness may result in disciplinary action against that Officer.

No Call/No Show

To maintain a safe and productive work environment, the Territory expects employees to be reliable in reporting for scheduled work. Absenteeism places a burden on the other employees and on the Territory and can result in inability to appropriately respond to emergency calls. In the rare instances when employees are unable to work as scheduled, they must notify their supervisor as soon as possible in advance of the anticipated absence.

Poor attendance may lead to disciplinary action, up to and including termination of employment.

Failure to report for duty without the appropriate notification/authorization shall be considered a No Call/No Show.

Failure to report for duty includes regular scheduled shift, overtime, trades, special details and educational commitments both as a student and instructor.

1st Occurrence- Written ~~warning~~ Reprimand

2nd Occurrence (within 24 months of 1st Occurrence) – Suspension ~~Written Reprimand~~

3rd Occurrence (within 24 months of 1 Occurrence) – ~~Suspension~~ Recommendation of Termination

~~4th Occurrence (within 24 months of 1 Occurrence) – Recommendation of Termination~~

Additionally, No Call/No Shows will affect consideration of requests for training.

Attachments

No Attachments

Approval Signatures

Approver	Date
Larry Alcorn: Fire Chief	12/2021