

Meeting Minutes
Meeting of the North Township Advisory Board
Held at the Fire Station in Lapaz, IN
January 7, 2025

North Township Advisory Board Members Present:

Steven Davenport, President

Steve Barber, Secretary

Vacant position

Emily Haskins, Trustee, North Township

Mathew Haskins, Fire Chief

For other community members present, please refer to the attached sign-in sheet.

Mr. Davenport called the meeting to order at 6:01pm.

The meeting consisted of the following.

1. Approval of 12/23/2024 Meeting Minutes
 - a. Mr. Barber indicates that a copy has been placed in the back of the room for people to review. He moves that the minutes be approved as printed, seconded by Mr. Davenport. Passed 2-0.
2. Establish Board Positions for North Township Advisory Board
 - a. After some discussion, Mr. Davenport moves to carry over the positions from last year as follows: Mr. Davenport, President; Mr. Barber, Secretary and Finance Chairperson.
 - b. Ms. Haskins will inquire with the State to find out if the new member (to be coming on board soon) will be permitted to be assigned to any of these positions.
3. Establish Board Positions for North Township Board of Finance
 - a. See #2.
4. Establish Board Positions for North Township-LaPaz Fire Protection Territory
 - a. Mr. Barber moves to appoint Mr. Davenport to the Fire Territory, seconded by Mr. Davenport. Passed 2-0.
 - b. Ms. Haskins indicated that she has had conversations with Ms. Knepp. Ms. Haskins has informed the Town of LaPaz that Ms. Knepp would like to continue to serve on the Territory Committee. Mr. Barber clarifies that this year the Town of LaPaz may appoint someone to the Territory Committee who is not a member of the Town Council. Ms. Haskins asks Mr. Barber if he is willing to serve as her appointee. Mr. Barber agrees to serve in this capacity, clarifying that he would not want to be the president.
5. 2024 Annual Report review and approval
 - a. Ms. Haskins reviews each item in the Annual Report. Mr. Barber indicated to those present that the Board was presented with a draft of the Report to review prior to the meeting.
 - b. Regarding the Township Assistance, Paid To: Emily Haskins: There were two situations wherein the vendor did not accept checks, and the Township does not have either a debit or credit card. Ms. Haskins paid for this personally and was reimbursed.
 - i. A discussion ensued about whether the Township should secure a debit card to avoid this situation. Ms. Haskins explained that this situation applies to a few vendors. Ms. Haskins will discuss this with 1st Source Bank, our financial institution.

- c. Accounts Payable (\$528.92) is an electric bill received in December 2024 and is due in January 2025.
 - d. Mr. Barber asks for details about the referrals made to those seeking Township Assistance. Ms. Haskins indicated the 32 referrals may include providing information about another program. There is no data about whether the recipient of Township Assistance accessed the other program. Ms. Haskins is not aware of how this data could be obtained.
 - e. Mr. Barber asked for a summary of those who did not qualify for Township Assistance. Ms. Haskins reported that reasons included: not meet income qualifications, a determination that they did have the means to pay, they did not provide required information, or was convicted of a felony for fraud within the past 10 years.
 - f. Mr. Barber moved to approve the Annual Report for 2024. Mr. Davenport seconds the motion, which passes 2-0.
6. 2024 Investment report review and approval
- a. Ms. Haskins reviews the Investment Report for 2024.
 - b. Mr. Barber moves to accept this Report, seconded by Mr. Davenport, and passed 2-0.
7. Resolution 2025-1 Authorizing Transfer of Funds from Township Fire, Township Emergency Medical Services, and Cumulative Fund
- a. Explanation: According to protocols for the establishment of the Fire Territory, monies remaining in the Township's Fire Fund, EMS Fund, and the Cumulative Fund at the end of 2024 are to be transferred to the Fire Territory. These monies will provide resources for much of the functioning of the Fire Territory until about June 2026, when the Fire Territory expects to receive its first distribution from taxes collected in 2025.
 - b. Ms. Haskins explained that the distribution of the Township Fire Fund CD will be decided upon at the time of its maturity on 3-30-2025.
 - c. Ms. Haskins explained that Board may transfer monies from the three different Township Funds (in 7.a.) to the Territory General Fund and/or the Territory Equipment Replacement Fund. Expenditures from the Territory Equipment Replacement Fund would have to be utilized for qualifying equipment. Whereas monies transferred to the Territory General Fund could be utilized for either General purposes or for equipment, as desired.
 - d. Mr. Davenport suggests that transferring the monies to the Territory General Fund would give us the most flexibility. Furthermore, the Township could invest some of the monies in CD's to earn some money during this year. Ms. Haskins agrees with moving all monies to the Township General Fund. Mr. Davenport suggests that draws for LIT Certified Shares, Excise Tax Distributions, etc. could be used to assist with any equipment expenditures, if needed.
 - e. Mr. Haskins says he is aware of possible monies which could require a match for equipment. It was noted that this could also be met with other funds in the Township reserves.
 - f. Regarding Resolution 2025-1, Mr. Barber moves to transfer all monies in the three Township Funds to the Territory General Fund. Mr. Davenport seconds the motion, which passes 2-0.
 - g. The total is \$599,173.14. In addition, Ms. Haskins notes that \$50,000 is expected from the Town of LaPaz, and she will follow up with them.
8. Good of the order announcements or updates from Fire Department
- a. Mr. Haskins reports that the old tanker, #640, is back with repairs completed. He is still working on resolving the expected partial reimbursement from the company for transporting the tank to the repair shop.
 - b. The build out on the second floor for a temporary living space is continuing. Mr. Barber asked Ms. Knepp to share her concern. She indicated that after speaking with Rich Gay, formerly with

the Fire Department, that there may be an exhaust issue. Furthermore, fixing this issue could be costly.

- i. Mr. Haskins reported that they have taken precautions. They have spoken with architects and engineers about this last year, with one of them looking at the space. They have also discussed fire alarms, CO alarms, and new lighted EXIT signs.
 - ii. Mr. Haskins estimated that if a venting system were to be installed, the cost would be between \$140,000 to \$150,000. He reported that this would only be required if a full remodel would be done.
 - iii. Long term solutions have been informally discussed. Mr. Haskins estimated costs of a full remodel, with permanent safety measures to be between \$250,000 to \$300,000. Because of this, informal consideration has been given to constructing separate living quarters next to the station.
 - iv. Mr. Haskins assured the board that CO monitors will be installed prior to using the second story for sleeping. It was noted that there are no beds up there at this time. All are in agreement that safety is of the essence.
 - v. Mr. Haskins identifies three different methods for dealing with the exhaust issue.
 1. Negative pressure system
 2. Interlock system with 2 doors
 3. Full exhaust system
 - vi. Finally, Mr. Haskins reported that the insurance company has been informed about this situation.
 - c. The emblem on the truck and in front of the fire station have been updated with Territory appropriate signage.
 - d. The lettering in front of the station have been removed, revealing a shadow behind the old letters. This may need to be painted.
 - e. On New Years Eve, a roof leak was discovered which is being investigated.
 - f. Mr. Haskins informed the Board that there are some issues to iron out regarding billing protocols.
 - i. Some area departments do not bill for lift assist, refused services, or for full cardiac arrests. Some departments bill for everything and even put liens on people's houses. In these situations, unpaid portions of the bill are sent to collections. A billing schedule and procedures will likely be hashed out first in the Fire Territory Committee, and then back to this Board for final action.
 - ii. Mr. Barber voiced his concern that contract provided by the billing company seems to be extensive and rather restrictive. He was struck by a requirement that we would not be able to hire one of their employees for three years after the contract is terminated. Mr. Barber views this as excessive and indicated that this is a "tell" for the kind of company this is.
 - iii. No action was taken at this time.
 - g. Ms. Haskins shared a request related to the website for the Township. The patron would like to have listed the names, phone numbers, and email addresses for all persons serving on any board - including the beginning and ending of their term of service. Few townships have their own website. Consensus was to list the names and when their terms end.
9. Dates of future quarterly meetings
- a. Monday, March 24, 2025, at 6:00pm.
 - b. Monday, June 23, 2025, at 6:00pm.

11. Adjournment

- Respectfully Submitted,
Stephen Barber, Secretary

☐ As Corrected

Date _____

North Township Marshall County Public Meeting
Tuesday, January 7, 2025 at 6:00pm
LaPaz-North Township Fire Station

Sign-In Sheet

1. *Chris Roberts*
2. *Steve Barker*
3. *A Roberts*
4. *Sandy Robertson*
5. *Alice Ayler*
6. *Cathy Welch*
7. *Steve Swenfort*
8. *Dan Brown*
9. *R. R.*
10. *Lisa Trust*
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- 21.

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- 2. Establish Board Positions for North Township Advisory Board**
- 3. Establish Board Positions for North Township Board of Finance**
- 4. Establish Board Positions for North Township-Lapaz Fire Protection Territory**
- 5. 2024 Annual Report review and approval**
- 6. 2024 Investment report review and approval**
- 7. Resolution 2025-1 Authorizing Transfer of Funds from Township Fire, Township Emergency Medical Services and Cumulative Fire**
- 8. Good of the order announcements or updates from Fire Department**
- 9. Public Comment (Limited to 2 minutes per person)**