North Township - LaPaz Fire Protection Territory, Executive Committee, Public Meeting
Monday, July 27, 2026 at 6:00pm
LaPaz-North Township Fire Station

Present:

Cathy Welch, Town of LaPaz
Stephen Barber, North Township, Secretary
Judy Fisher, North Township, Vice President
Steven Davenport, North Township (appointed by Ms. Haskins)

Absent:

Roger Ecker, Town of LaPaz, President

Also present:

Emily Haskins, Trustee
Mathew Haskins, Fire Chief
Please refer to the sign-in sheet for additional attendees.

* The reader will note that meetings are now livestreamed. Please refer to our website for a schedule of our meetings, links for the live streams, and additional information: https://northtownship.org .

The meeting consisted of the following: Ms. Fisher called the meeting to order at 6:00pm.

1. Approval of 6/8/26 Meeting Minutes (attached): Mr. Barber moved to approve the minutes, seconded by Ms Fisher, and passed 4-0.
2. Recommendation to Township regarding applicant: Mr. Barber moved to recommend to the Township that they extend an offer of employment to the applicant, seconded by Ms. Welch, and passed 4-0.
3. Employee updates:
    a. Ms. Haskins reported that the life ($50,000) and disability ($25,000) insurance for our employees will be implemented on August 1, 2026.
    b. Mr. Haskins informed the board that since we are now operating as an "Advanced" service. As such, Advanced EMTs need to be accompanied by at least a Basic EMT. Drivers who do not have at least a Basic EMT certification are no longer needed. Mr. Haskins recommends that the board add a part-time rate for Advanced EMTs. Mr. Barber moved to recommend that the Township adopt a rate of $19.00/hour for the part-time Advanced EMTs, seconded by Mr. Davenport, and passed 4-0.
4. Employee Manual: Ms. Haskins presented proposed changes to the Employee Manual (pertinent sections attached) which have been reviewed and approved by our attorney. This adds job duties and responsibilities, addresses overtime issues, compensatory time, and vacation time. There was some discussion about Compensatory Time and Vacation Time. Mr. Barber expressed a desire to see the final version with changes and to more carefully read through the document and moved to table the proposed changes. This died for lack of a second. Mr. Davenport moved to approve the changes except for the section on Compensatory Time, seconded by Ms. Welch, and passed 3-1.
5. Recommendation to the Township regarding 2027 Budget: Mr. Barber moved to recommend that the Township approve and adopt the proposed 2027 Budget for the Fire Territory, seconded by Mr. Davenport, and passed 4-0.
6. Trustee Update:
    a. Ms. Haskins reported that our commercial/auto insurance is increasing 21%.

b. Ms. Haskins reported that the state had delayed the timeline one year for making changes to the LIT structure.
c. Ms. Haskins shared a chart (attached) which illustrates the Fire Territory collections per month over the past year.
d. Ms. Haskins reviewed the invoice from MacQueen (attached) who is doing the Remount for our ambulance.
e. Ms. Haskins reported that the Township can move up to 5% of the Fire Territory General Fund levy to the Equipment Replacement Fund. Mr. Barber moved to recommend to the Township that they move 5% of the Fire Territory General Fund levy to the Equipment Replacement Fund, seconded by Mr. Davenport, and passed 4-0.
f. Ms. Haskins reviewed the Fire Territory Budget Summary Report through July 23, 2026 (attached).
g. Ms. Haskins shared Mr. Robertson's report of his time spent on Administrative work in June (attached).

7. Good of the order announcements or updates from Fire Department.
   a. Mr. Haskins presented the Fire Station/Incident Report (attached).
   b. Mr. Haskins reported that the pumps are scheduled to be tested tomorrow.
   c. Mr. Haskins reported that the SCBAs will be tested in August.
   d. Mr. Robertson reported that the LUCAS devices will be tested in the next month.
   e. Mr. Haskins reported that as part of regular maintenance, staff run the trucks daily. In the past, volunteer efforts were less frequent. He is hoping that the pump tests tomorrow will demonstrate that these efforts are worthwhile.
   f. Mr. Haskins reported that gear has been ordered for the 2 new employees.
8. Public Comment:
   a. Clarification was provided regarding the differences in the grand total of the budget between this year and proposed for next year.
   b. Ms. Cox provided an explanation for her current understanding of how LIT shares could be distributed in the future.
9. Next Meetings:
   a. Monday, September 16, 2026 at 6:00pm.
10. Ms. Welch moved to adjourn, seconded by Mr. Barber, and passed 4-0. The meeting adjourned at 6:50pm.

Respectfully Submitted,
Stephen Barber, Secretary

Approved: [X] As written [ ] As Amended [ ] As Corrected

Judy Fisher, Vice President — 9-16-26 Date

Stephen Barber, Secretary — 9-16-26 Date

Cathy Welch

Cathy Welch

9/16/26

Date

Steven Davenport

9-16-26

Date

North Township-Lapaz Fire Territory Executive Committee Public Meeting
Monday, July 27, 2026 at 6:00pm
LaPaz-North Township Fire Station

1. **Approval of 6/8/26 Meeting Minutes**
2. **Recommendation to Township regarding applicant**
3. **Employee updates**
4. **Employee Manual**
5. **Recommendation to Township regarding 2027 budget**
6. **Trustee update**
7. **Good of the order announcements or updates from Fire Department**
8. **Public Comment (Limited to 2 minutes per person)**

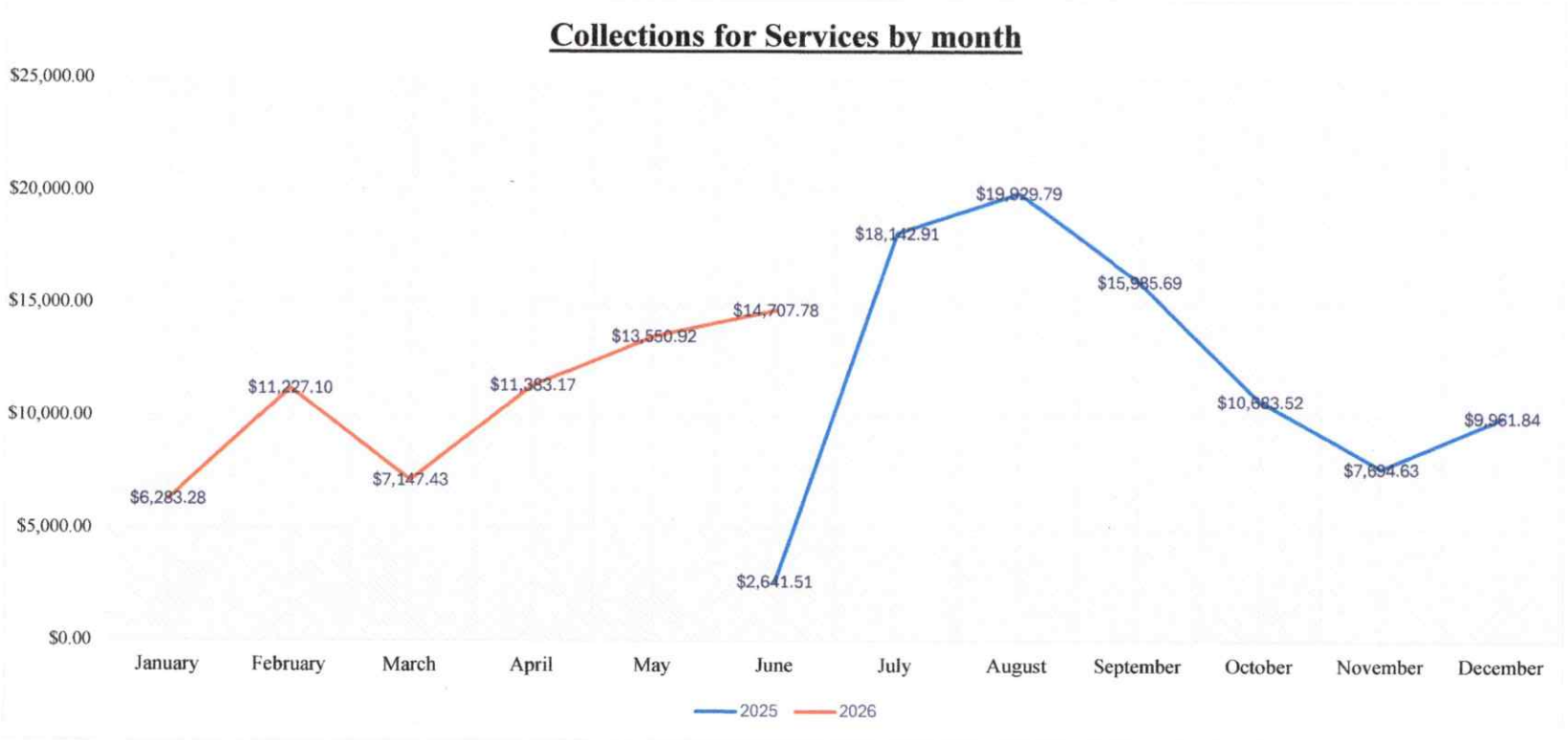
North Township-Lapaz Fire Territory Executive Committee Public Meeting
Monday, July 27, 2026 at 6:00pm
LaPaz-North Township Fire Station

Sign-In Sheet

1. Judy Fisher
2. Andrew Hopkins
3. Sarah Klingerman
4. Stan Murphy
5. Thomas Goddard
6. Nicole Cox
7. Steve Barber
8. [illegible]
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.
21.

North Township LaPaz Fire Protection Territory Collections for Services by Month

Year	January	February	March	April	May	June	July	August	September	October	November	December	Annual (or Running Total)
2025						$2,641.51	$18,142.91	$19,929.79	$15,985.69	$10,683.52	$7,694.63	$9,961.84	$85,039.89
2026	$6,283.28	$11,227.10	$7,147.43	$11,383.17	$13,550.92	$14,707.78							$64,299.68
2027													$0.00



North Township–LaPaz Fire Territory

Budget Summary Report

Through July 23, 2026

Budget Category	Budget	Spent	Remaining	% Used
Personal Services	$362,000.00	$131,276.83	$230,723.17	36.3%
Overtime	$15,000.00	$0.00	$15,000.00	0.0%
Payroll Taxes	$35,200.00	$31,530.14	$3,669.86	89.6%
Volunteer Firefighters	$40,000.00	$0.00	$40,000.00	0.0%
Volunteer Officers	$20,000.00	$3,531.24	$16,468.76	17.7%
Insurance / HSA Funding	$26,400.00	$8,284.94	$18,115.06	31.4%
PERF	$23,100.00	$7,559.76	$15,540.24	32.7%
Fuel	$21,000.00	$4,877.95	$16,122.05	23.2%
Office & Other Supplies	$5,000.00	$2,226.71	$2,773.29	44.5%
Clothing / Gear	$35,000.00	$2,288.58	$32,711.42	6.5%
Communication	$25,000.00	$25,000.00	$0.00	100.0%
Medical Supplies	$18,000.00	$15,912.37	$2,087.63	88.4%
Station Maintenance / Supplies	$5,000.00	$2,486.56	$2,513.44	49.7%
Professional Services / ALS Assists	$6,000.00	$4,800.00	$1,200.00	80.0%
Insurance	$50,000.00	$52,657.63	($2,657.63)	105.3%

Utilities / Phone	$20,000.00	$8,719.84	$11,280.16	43.6%
Maintenance Contracts	$11,500.00	$1,955.00	$9,545.00	17.0%
Repairs & Maintenance	$40,000.00	$4,977.78	$35,022.22	12.4%
Accu-Med Overpayment	$2,000.00	$0.00	$2,000.00	0.0%
Miscellaneous	$4,000.00	$0.00	$4,000.00	0.0%
Small Equipment	$45,000.00	$33,343.20	$11,656.80	74.1%
Training	$8,000.00	$457.19	$7,542.81	5.7%
Equipment Replacement	$0.00	$0.00	$0.00	—

Overall Budget Summary

Description	Amount
Total Budget	$817,200.00
Total Expenditures	$341,885.72
Budget Remaining	$475,314.28
Budget Utilized	41.8%

Financial Highlights

- Overall expenditures total $341,885.72, representing 41.8% of the annual budget through July.
- The department has $475,314.28 (58.2%) of the annual budget remaining.
- Insurance expenditures currently exceed the budget by $2,657.63.
- The Communication budget has been fully expended.
- Payroll Taxes (89.6%), Medical Supplies (88.4%), and Professional Services / ALS Assists (80.0%) should continue to be monitored.

MACQUEEN

MacQueen
52886 IN-13
Middlebury, IN 46540
574-389-8062

PLEASE REMIT TO:
MacQueen
1125 7th Street E
St Paul, MN 55106
651-645-5726 • 800-832-6417

Ship To: North Twp Lapas Fire Department
Attn: Matthew Haskins
411 S Michigan St
Lapaz IN 46537

Invoice To: North Twp Lapaz Fire Department
PO Box 369
Lapaz IN 46537

Branch		
24 - MIDDLEBURY IN		
Date	Time	Page
07/24/2026	06:26:42 (O)	1
Account No	Phone No	Inv No
NORTH241	5742203251	E00042-1
Ship Via	Purchase Order	
	CONTRACT	
Tax ID No		
JUSTIN GRANBERG	Salesperson	549

EQUIPMENT INVOICE

Amount

*****PREPAYMENT INVOICE********
CHASSIS PREPAYMENT OF $78,109.00 REQUIRED

Description

Stock #: C052649 Serial #:
New FO REMOUNT
REMOUNT TYPE I AMBULANCE TO FORD F450 CHASSIS
.
CONTRACT PRICE $242,276.00
.
CHASSIS PREPAY DISCOUNT ($1,500.00)
.
CHASSIS $78,109.00
.
AMBULANCE REMOUNT $162,667.00

(TOTAL DUE): $78,109.00

X
Received By Date

VisitUsOnline
www.macqueengroup.com

Administration work month of June

Schedule 12hours

Approving reports 12hours

Entering Reports 12 hours

Gathering Quotes and setting up new suppliers for equipment, ordering supplies 12 hours

Payroll reports and time sheets 4 hours

Checking supply room and keeping organized 6 hours

Total hours 58 Hours

Fire Station Report (NERIS)

Dataset: Fire Incidents (NERIS)

Date of Export: July 27, 2026 at 08:23:30

Created: December 17, 2025 at 10:19:11

Last Updated: July 27, 2026 at 08:16:18

Total Count of Incidents

Total Count of Incidents

Count of Incidents
251

Fire Calls

Fire Calls

Percent of Fire Calls
5.2%

Count of Fire Calls 13

Medical Calls

Medical Calls

Percent of Medical Calls
82.5%

Count of Medical Calls 207

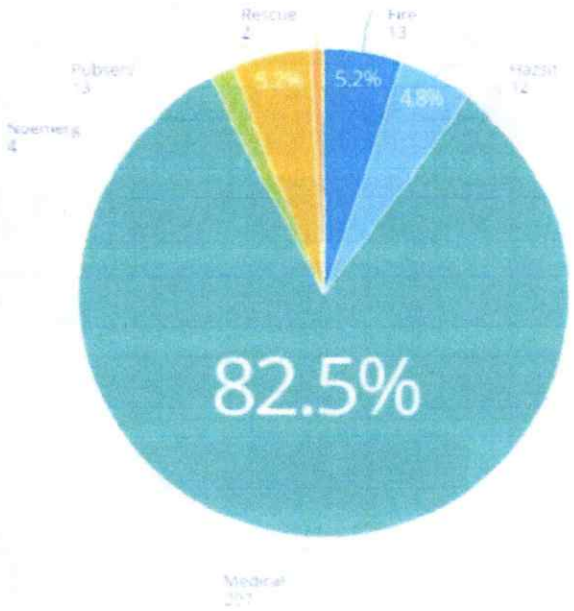
Other Calls

Other Calls

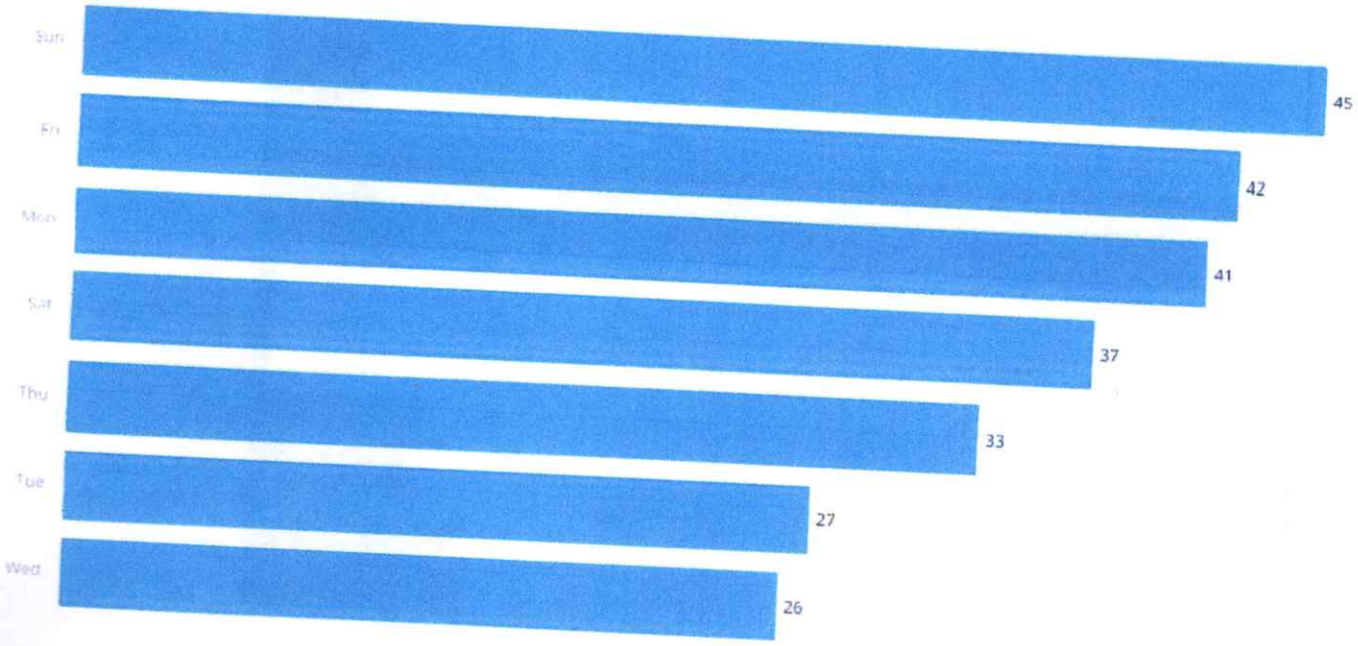
Percent of Other Calls
12.4%

Count of Other Calls 31

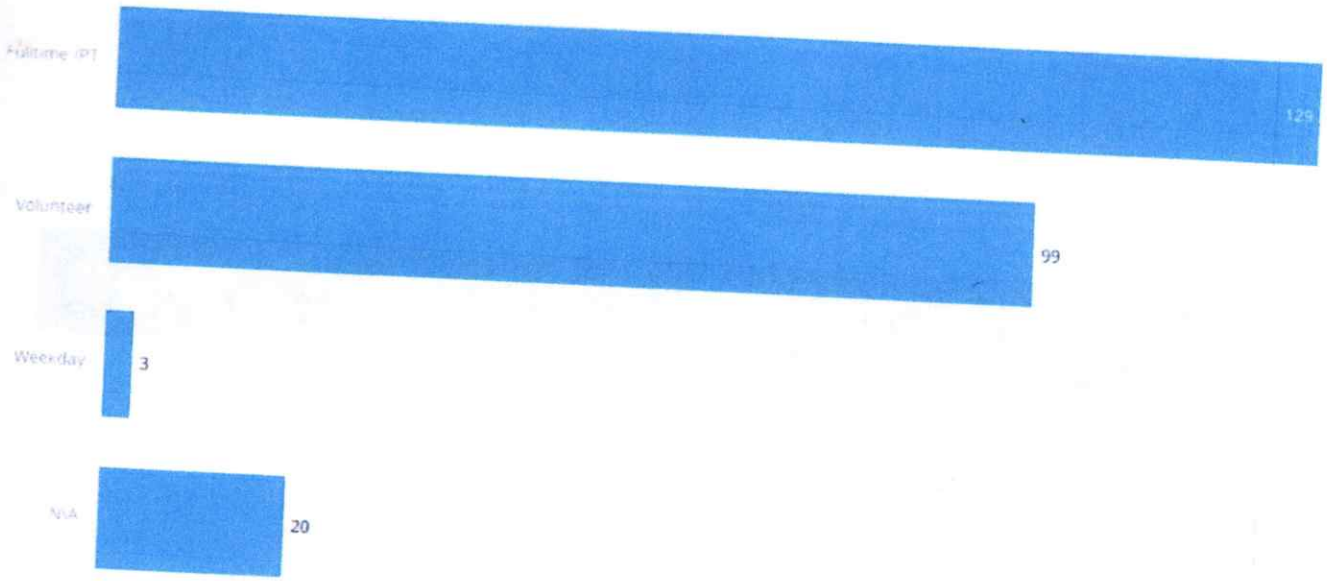
Percentage of Incident Type Categories



Incident Count by Day of Week

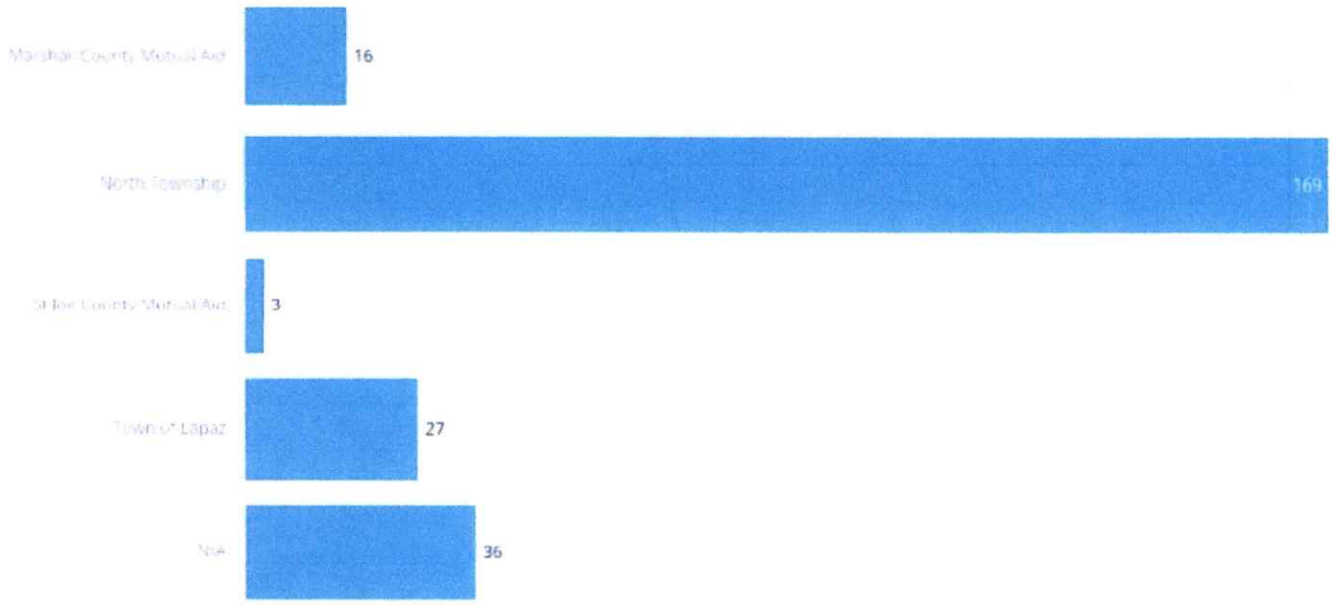


Incidents by Shift



Incidents by Zone

Incidents by Zone

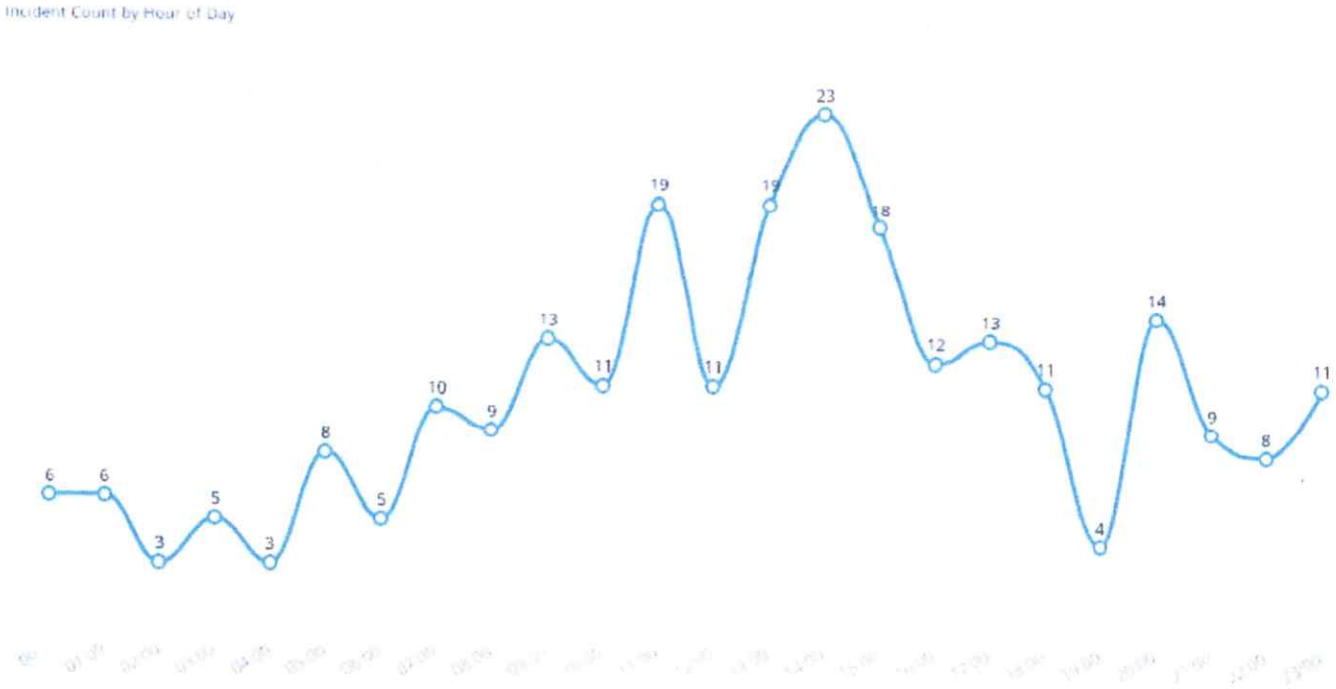


Incidents by Battalion

Incidents by Battalion



Incident Count by Hour of Day



Incident Count By Month (This Year)

