

Meeting Minutes

Meeting of the North Township Advisory Board

Held at the Fire Station in Lapaz, IN

Wednesday, November 19, 2025 at 6:00pm

North Township Advisory Board Members Present:

Steven Davenport, President

Steve Barber, Secretary

Judy Fisher

Emily Haskins, Trustee, North Township

Mathew Haskins, Fire Chief

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

*The reader will note that meetings are now livestreamed and available for viewing thereafter. Please refer to our website for a schedule of our meetings, links for the live streams (available for viewing thereafter), approved minutes, and additional information: <https://northtownship.org>.

The meeting consisted of the following.

Mr. Davenport called the meeting to order at 6:00pm.

1. Approval of 10/20/25 Meeting Minutes: Mr. Barber moved to approve the minutes as printed, seconded by Ms. Fisher, and passed 3-0.
2. Territory Board Recommendations:
 - a. The Territory Board recommended we purchase a LUCAS device. Mr. Barber moved to purchase two LUCAS devices (so that each ambulance would have its own device) and that we appropriate the funds from the Rainy Day Fund for this purchase. Ms. Fisher seconded the motion which passed 3-0.
 - b. Regarding the radio in Mobile 1: Mr. Haskins reported that two radios were removed from Mobile 1. The cost of the replacement radio was \$8,847.81. The new one is "Dual Band" and performs the functions of both previous radios. The Territory Board recommended that the radio be replaced. Mr. Barber moved to voice our support and thanks for replacing the radios. Ms. Fisher seconded the motion which passed 3-0.
 - c. Mr. Haskins reported that recently there was an incident involving smoke at the school. For structure fires, gas powered fans are utilized because fumes are already present. But with this type of situation, it was important to get out the smoke without introducing additional fumes from the gas-powered motor. We already possess one battery-powered fan and mutual aid provided additional fans in order to eventually clear out the smoke. The Territory Board recommended purchasing one additional battery-powered fan. Mr. Haskins obtained one quote at \$7,974.00. He believes he can secure one for about \$7,000. He indicated that we already possess sufficient batteries to help run an additional fan. Mr. Barber moved to authorize the purchase of one additional fan, seconded by Mr. Davenport, which passed 3-0.
 - d. The Territory Board recommended that we extend an offer to hire Kyleigh Robertson full-time at \$49,000. Mr. Barber moved to extend an offer to hire Ms. Robertson full-time at \$49,000, seconded by Ms. Fisher, and passed 3-0.
 - e. The Territory Board recommended that we extend an offer to hire a second applicant as a part-time employee. Mr. Haskins reported that after discussing this with the applicant, they declined to consider a part-time position.

- f. Ms. Haskins reported on the equipment required for Mobile 1. [This came about because the equipment which was being rented from Union-North Ambulance Service was relinquished as a result of a court settlement.] Options for the cot, load system, and the heart monitor included the following:

- i. Cost of New Equipment = \$140,510.01
- ii. Cost of Used Equipment = \$117,506.03
- iii. Cost of New (but year-old model) = \$115,768.00

Ms. Haskins reported that the board was previously polled, because time was of the essence, and the purchase of option #3 was initiated. Mr. Barber moved to express our support and expressed appreciation for the research and work put into this, seconded by Ms. Fisher, and passed 3-0.

3. Trustee Update:

- a. Ms. Haskins presented the Fund Balances with Receipts and Disbursements from January 1, 2025 to November 16, 2025 (see attached).
- b. Ms. Haskins reported the following Township Assistance data from January 1, 2025 to present:
 - i. Applicants 21
 - ii. Approved 18
 - iii. Denied 3
 - iv. Most approved were for utilities, plus one for rental assistance and one for cremation.
- c. Ms. Haskins stated that a special hearing will be held to consider an additional appropriation from the Rainy Day Fund. She proposed that it be held on Wednesday, December 10, 2025 at 6:00pm and advertised according to protocol. Consensus was to support this hearing.
- d. Ms. Haskins reported that she sent a letter to the property owner next to Fairmount Cemetery informing them that cemeteries are now required to put up a fence. The letter indicated that if the property owner is interested in putting up a fence, we would be interested in having a conversation about this. She has not heard back from the property owner.
- e. Ms. Haskins reported that she has received a proposed contract from the library.
- f. Regarding the cleanup of brush and/or needed tree trimming at White's Cemetery, Matt Smith is still planning to do some work out there. Mr. Barber volunteers to meet with Mr. Smith to clarify what should be done.
- g. Ms. Haskins explained that due to our nepotism policy, state requirements, and the proposed hiring of Ms. Robertson – and in light of her father, Mr. Robertson, being the assistant fire chief – she reached out to our attorney and received guidance about this. The result is that Mr. Robertson resigned as assistant chief, to which he was previously appointed. Furthermore, they will not be partnered together on duty.
- h. Ms. Haskins presented a resolution which changes our policy on copying fees. Mr. Davenport moved to adopt Resolution 2025-6, Establishing Copying Fees, seconded by Mr. Barber, and passed 3-0.
- i. Regarding the 1782 Notice from the State which denied a levy for the Territory Equipment Replacement Fund “due to failure to submit a timely adopted Capital Improvement Plan”: Ms. Haskins has been attempting to have this reviewed and revised or amended. She has not yet received a response from the state. She requested that the board ask the state to reinstate the Equipment Replacement Fund or, in the alternative, to increase the tax levy in the amount of 0.0333 (to compensate for this loss). Mr. Barber moved to ask the state to reinstate the Equipment Replacement Fund or, in the alternative, to increase the tax levy in the amount of 0.0333 (to compensate for this loss). Ms. Fisher seconded the motion which passed 3-0.

4. Good of the Order:

- a. Mr. Haskins reported that Mr. Robertson spent considerable time in August on administrative tasks related to the settlement of the equipment.

Inasmuch as Mr. Haskins left for another meeting, Ms. Haskins shared the following:

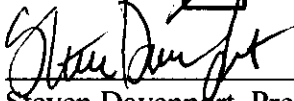
- b. Ms. Haskins reported that the Fire Contract is being prepared for our consideration.
 - c. Ms. Haskins reported that Mr. Haskins is anticipating a plan from the architects by the end of the year as we consider how to provide more suitable and permanent housing for our employees.
 - d. There is a fire auxiliary bake sale this Saturday.
5. Public comments: It was clarified that our first distribution for the Fire Territory was received this June 2025, and we did not have to wait until June of 2026, as we had previously thought.
6. Next Meetings:
- a. Wednesday, December 10, 2025
 - b. Tuesday, January 6, 2026
 - c. Wednesday, January 14, 2026 (Joint meeting with Town of LaPaz at 6:00pm – to review the Annual Financial Report – according to the Interlocal Agreement)
 - d. Wednesday, January 14, 2026 (Township Advisory Board meeting at 7:00pm)
7. Mr. Davenport moved to adjourn, seconded by Ms. Fisher, and passed 3-0. Meeting adjourned at about 6:52pm.

Respectfully Submitted,
Stephen Barber, Secretary

Approved: ☒ As Written/Printed

☐ As Amended


☐ As Corrected



Steven Davenport, President

12-10-25


Date



Stephen Barber, Secretary

12-10-25

Date



Judy Fisher

12/10/25

Date

North Township Marshall County Public Meeting
Wednesday, November 19, 2025 at 6:00pm
LaPaz-North Township Fire Station

Sign-In Sheet

1. Judy Fisher
2. AO Robertson
3. Sandy Robertson
4. Alice Ayler
5. Steve Dought
6. Stuber
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- 20.
- 21.

North Township Marshall County Public Meeting
Wednesday, November 19, 2025 at 6:00pm
LaPaz-North Township Fire Station

1. Approval of 10/20/25 Meeting Minutes
2. Territory Board recommendations
3. Equipment update
4. Trustee update
5. Good of the order announcements or updates from Fire Department
6. Public Comment (Limited to 2 minutes per person)

Fund Name	Beginning Balance 1/1/25	Receipts	Disbursements	Ending Balance 11/16/25
General	\$ 325,073.17	\$ 213,236.31	\$ 91,126.94	\$ 447,182.54
Territory Operating	\$ 599,173.14	\$ 733,587.59	\$ 442,316.13	\$ 890,444.60
TA	\$ 42,231.24	\$ -	\$ 5,674.51	\$ 36,556.73
Territory ERF		\$ 47,841.92	\$ -	\$ 47,841.92
Rainy Day	\$ 36,030.27	\$ -	\$ -	\$ 36,030.27
Fire	See notes in Cell	\$ -	moved to territ	\$ -
Cumulative	See notes in Cell	\$ -	moved to territ	\$ -
EMS	See notes in Cell	\$ -	moved to territ	\$ -
Total	\$ 1,002,507.82	\$ 994,665.82	\$ 539,117.58	\$ 1,458,056.06