

Meeting Minutes

Meeting of the North Township Advisory Board

Held at the Fire Station in Lapaz, IN

October 20, 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 10/6/25 Meeting Minutes: Mr. Barber moved to approve the minutes, seconded by Ms. Fisher, and passed 3-0.
2. 2026 Budget Adoption: Ms. Haskins presented a copy of the 2025 Budget as discussed at our last meeting on 10/6/25. She reviewed each category and the anticipated levy and tax rate (see attached). In response to Mr. Barber's question about Township Assistance, Ms. Haskins explained that while the budget is \$25,000, the Adopted Tax Levy is \$12,000. She stated that it is unlikely the amount in this fund will grow substantially in the near future. Mr. Barber moved to adopt the 2026 Budget Resolution, seconded by Ms. Fisher, and passed 3-0.
3. Line Item Appropriation Resolution: Mr. Haskins presented Resolution 2025-5 addressing Line Item Appropriations (see attached).
 - a. Regarding item #1: this addresses the purchase of the SCBAs.
 - b. Regarding item #2: this addresses the additional costs for payouts to EMS/MC.
 - c. Regarding item #3: this addresses the additional and unanticipated ALS Assists.
 - d. Regarding item #4: this addresses the additional costs of electric buildout upstairs for temporary living quarters.
 - e. Regarding item #5: this addresses the additional costs for our membership in the Indiana Township Association.
 - f. Mr. Barber expressed his concern that the training budget (item 2) has not been utilized as anticipated. Mr. Haskins responded by saying that some district training has been provided without a cost to the township. Some of the money has been spent on the projector and board (being utilized during this meeting) to enhance training sessions. An EMT class was provided and more are anticipated. Eight new tables have been purchased in part to help facilitate trainings which are being held here. He would like to have more staff requesting training. More training is being planned here on a regular basis. Since there is some difficulty getting staff to enroll in training classes, Mr. Barber wondered if it would be beneficial for our trainers to attend conferences in order to enhance their credentials and expertise. Mr. Haskins indicated that he, Mr. Robertson, and Mr. Lampkins are the only instructors. He added that we will be hosting an

Instructor 2 class in order to enhance their own credentials. Offering his support for the utilization of funds for training, Mr. Barber wondered if the three instructors could be on a 3-year rotation enabling each person to go to a conference once every 3 years. Mr. Barber moved to approve Resolution 2025-5, Line Item Appropriations, seconded by Ms. Fisher, and passed 3-0.

4. Contractor Update:

- a. Alliance Architects: Mr. Haskins indicated that he, Ms. Haskins, and Mr. Davenport met with Mr. Hartz from Alliance Architecture in regards to more permanent housing for staff. Mr. Hartz submitted an initial letter to Mr. Haskins (see attached). Mr. Haskins is recommending that we engage Mr. Hartz as a first step (preliminary study) toward figuring out how we want to proceed. Mr. Barber expresses his hope that the cost to the township can be reasonable and that perhaps grants can be utilized. Mr. Barber moved to approve the agreement with Alliance Architecture, Ms. Fisher seconded the motion, and passed 3-0.

5. Trustee Update:

- a. Plymouth Public Library: Ms. Haskins presented the proposed contract (see attached), without dates and payment amount. The final payment amount will be determined closer to the end of the year. No changes were noted in the wording of the contract.
- b. PERF: Ms. Haskins has been in communication with the State regarding the initiation of PERF. It will be back-dated to September 1, 2025.
- c. The HSA is up and running. Full-time employees have been informed that this will require larger contributions for the remainder of the calendar year to make up for the months covered which have not yet been paid for. However, in January 2026, the contributions will be commensurate with remuneration for each pay period.
- d. The Fire Territory Budget expenditures for the year is currently at 39% of the budget.

6. Good of the order announcement or updates from Fire Department.

- a. Mr. Robertson described the 3-year ProCare Service Agreement (see attached). He indicated that the Agreement guarantees that if we need service then we are advanced in their order of repairs, in front of those without this Agreement (thereby reducing wait times for repairs). He is proposing this for Mobile 2 (model year 2019) to cover the following equipment: Power Pro 2 Cot, Power-LOAD, and LIFEPAK 15. The cost would be for \$16,036.95 for this 3-year contract.
 - i. To clarify the Township currently owns 2 ambulances:
 1. Mobile 1, model year is 2016. This has not been remounted. Some of the equipment on this ambulance is currently being rented from the Union-North Ambulance Service (UNAS) and is part of the litigation between UNAS and Union Township in St. Joseph County.
 2. Mobile 2, model year is 2019. This has previously been remounted. The Township owns the equipment on this ambulance.
 - ii. Mr. Barber moved to authorize the payment for the 3-year ProCare Service Agreement, as identified above, seconded by Ms. Fisher, and passed 3-0.
- b. Mr. Haskins reported that Engine #1 broke down about a week ago and required towing by Reichert and Knepp to Watkins, our preferred provider for service. Watkins' bill was for over \$7,000. We have not yet received a bill from Reichert and Knepp. Engine #1 is back in service.
- c. Regarding our attempts to hire more staff, Mr. Haskins indicated that physical agility tests are scheduled for October 28. He is hoping that this will be followed by interviews with the fire department. Ms. Haskins stated that this should be followed by interviews with the Territory Committee, tentatively scheduled for Monday, November 17. In addition, the Township Board is tentatively scheduled to meet on Wednesday, November 19.
- d. Mr. Robertson reported that Mobile 1 ambulance (see above for description) went in for service today with a total bill of approximately \$1,228.

- e. Mr. Robertson provided current information from Stryker regarding the equipment information for Mobile 1 ambulance (since we do not currently own the equipment on this ambulance and Ms. Haskins reported that we continue to await for settlement information).

Item	Cost for Rebuilt, if available	Cost for New	Lead Time
Power Pro 2 Cot			2 weeks
Power-LOAD			2 weeks
LIFEPAK 15			4 weeks
		For all new items: \$145,010.01	
	For a rebuilt Cot and Load system and a New LIFEPAK, the cost would be about \$104,000.		
If we do not obtain an agreement for the above equipment and additional supplies from Union Twp, then the additional supplies would be needed for the ambulance to be fully functional.		The cost of new supplies is estimated to be about \$8,000.	

- f. Mr. Haskins reported that Mr. Lampkins has identified problems with the radio, which may need to be replaced soon. Mr. Haskins reported that there is money in the budget to address this.
- g. Mr. Barber asks if it is Standard Operating Procedure (“SOP”) for incident reports to be reviewed by the Territory Committee? The purpose would be to enable the Territory to provide oversight and to make any changes necessary to the SOP and/or employee manual. Mr. Haskins indicated that there is not a report on the property damage, but there could be. Regarding the bloodborne incident, these have been reported to the proper agencies, such as Workmen’s Compensation and the State. Mr. Barber asks if a report could be submitted to the Territory. Mr. Haskins explains that the Fire Department has Standard Operating Guidelines (“SOG”) which are administered by the Fire Department. However, since the incident occurred with a “part-time” staff member, then this would fall under the Territory. Mr. Haskins indicated that he can submit a report to the Territory Committee. He would prefer that these issues not be discussed in a public meeting. However, Ms. Haskins clarified that since it is not a disciplinary situation, it does not qualify for an Executive Session. Mr. Barber expresses his belief that when there is some type of incident (such as property damage, personal injury, or the prospect of injury) there should be some type of oversight. Ms. Haskins indicated that according to the Interlocal Agreement, the first line is the Fire Chief and that he subsequently reported first to the President of the Board. So, the question is whether this is sufficient or if Mr. Barber is asking for more oversight. Mr. Barber would like to review this further himself and get back with the Board.
- h. Regarding the Contract with the LaPaz-North Township Volunteer Fire Department, Inc. (“Fire Department”), see attached:
- i. Mr. Barber indicated that in 2026 he would like to review the policy of sending a fire truck and personnel in support of every ambulance call. He stated that he was a patient in

another locality when only two staff responded. Ms. Robertson indicated that it would be helpful to remember that there may be two females responding in the ambulance and that the patient may weigh upwards of 500 lbs. In this case, without additional assistance, injuries could occur while attempting to treat and/or transport. Mr. Davenport reported that in the past there were injuries sustained by personnel who did not have adequate assistance when responding to a call. Ms. Haskins emphasized that even patients who weigh much less are very difficult to move without assistance. Therefore, if there are only two staff members and more are needed, then this would require a separate request for additional staff to respond, which would delay transport, if necessary. Ms. Robertson adds that sustaining CPR is especially challenging, without assistance. Furthermore, Mr. Robertson reported that South Bend and Mishawaka send a fire truck with every ambulance call. Mr. Haskins reported that ***after the Territory is at full staffing levels***, he had considered letting the ambulance crew make the decision about whether to make use of the fire truck and crew. He believes this would occur infrequently.

- ii. Regarding Not-For-Profit Status (10.c. on page 5): Mr. Barber indicated that he would like some assurance that the Fire Department submits all necessary documents to sustain their Not-For-Profit Status. Ms. Haskins indicated that the Fire Department is a private corporation and that the Township does not oversee their organization.
- iii. Regarding questions about Liability (16 e. on page 7): Mr. Barber asks, "How would the Fire Department get paid for any damage to vehicles since North is the insured? Ms. Haskins clarified that the Fire Department is an insured and the Township is an additional insured.
- iv. Regarding General Provisions, Assignment (20 e.), "unreasonably withheld": Ms. Haskins reported that this was language suggested by an attorney and believes it to be satisfactory.
- v. Regarding the addition of language in the Background and Services Provided (2): Mr. Barber indicated that he would like this document to somehow reflect that the three bodies (Fire Department, Township, and Territory) are transitioning to providing services in collaboration with one another. Ms. Haskins stated that she believes the Interlocal Agreement adequately addresses these concerns.

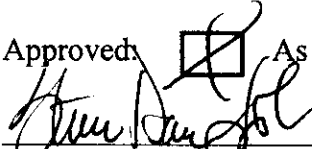
7. Mr. Davenport asked for a motion to adjourn. Mr. Barber moved to adjourn, seconded by Ms. Fisher, and passed 3-0. Meeting adjourned at 7:24pm.

Respectfully Submitted,
Stephen Barber, Secretary

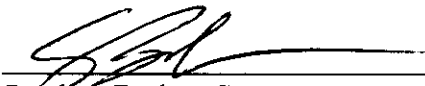
Approved: ☒ As Written/Printed

☐ As Amended

☐ As Corrected


Steven Davenport, President

11-19-25
Date


Stephen Barber, Secretary

11-19-25
Date


Judy Fisher

11-19-25
Date

North Township Marshall County Public Meeting
Monday, October 20, 2025 at 6:00pm
LaPaz-North Township Fire Station

- 1. Approval of 10/6/25 Meeting Minutes**
- 2. 2026 Budget Adoption**
- 3. Line Item Appropriation Resolution**
- 4. Contractor Update**
- 5. Trustee update**
- 6. Good of the order announcements or updates from Fire Department**
- 7. Public Comment (Limited to 2 minutes per person)**

Online Streaming: https://www.youtube.com/live/wKg3iJwrD64?si=zREw_91RF4A-0qdC

YouTube Channel: @NorthTownshipMarshallCo

Sign-In Sheet

1. Steve Dunne
2. Judy Fisher
3. Al Robertson
4. Sandy Robertson
5. Alice Oyler
6. Steve Barber
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