Public Meetings will be Live Streamed on YouTube at **Town of Lynnville Indiana**

Town of Lynnville
Lynnville Town Council
Special Meeting
August 11, 2026, Agenda

CALL TO ORDER

MOMENT OF SILENCE - PLEDGE OF ALLEGENCE

ROLL CALL

NEW BUSINESS:

1. Negotiate Contract Between Lynnville Volunteer Fire Protection and Lynnville Town Council

Clint Denton/Mike Mitchell, Town Marshal
Michael May, Chief/Logan Beaven, Asst Chief - Fire Department
Andy Bogan, Lynnville Park Superintendent
Brian Cook, Town Manager/ Scott Whitfield, Town Superintendent
Chris Wischer/Michael Lonnberg, Town Attorney
Lauri Stockus, Clerk-Treasurer

Upcoming:

1. Maker's Market – **1882 Venue** — June 13-Oct (2nd Saturday)
2. Council Meeting moved for National Night Out — October 5
3. Council Meeting moved for General Election — November 2

Training Schedule:

4. Warrick SWCD Workshop — September 19
5. AIM Ideas Summit — September 29-October 1

Rachel Titzer, Town Council Member

Doris Horn, Town Council Member

David Goldenberg, Town Council President

BUSINESS FROM THE FLOOR

Business from the Floor provides an opportunity for residents, community members, or stakeholders to address the Town Council regarding matters of interest or concern not listed on the meeting's agenda. Participants are asked to limit their comments to 2 minutes. Topics may be discussed or referred to Town staff for further review or future consideration. There will be NO DECISIONS made on discussed items until they appear in an Agenda. This segment is intended to foster open communication and ensure community voices are heard in the governance process.

Next Town Council Meeting August 18, 2026, 6:15pm Town Hall

Pursuit to IC 5-14-9 section 6; following is a roster of the current Town of Lynnville Elected Officials, appointing authority and their appointment terms:

ELECTED OFFICIALS	DISTRICTS	APPOINTING AUTHORITY	DATES OF TERM (Elected 4 Year Term)
Doris Horn, Council Member	District #3	Elected	01/01/2023 - 12/31/2026
Rachel Titzer, Council Member	District #2	Elected	01/01/2023 - 12/31/2026
David Goldenberg, Council President	District #1	Elected	01/01/2023 - 12/31/2026
Lauri Stockus, Clerk-Treasurer	At-Large	Elected	01/01/2023 - 12/31/2026

Persons with disabilities or non-English speaking persons who wish to attend a public meeting or hearing and need assistance should contact Lauri Stockus, at Town Hall, 207 Main St., Lynnville, IN 47619 or 812-922-5111 not later than one (1) week prior to any meeting or hearing. Every effort will be made to provide reasonable accommodation for any such person or persons.

Roll Call

Brian Cook, Town Manager/Scott Whitfield, Town Superintendent	Present ___	Absent X
Andy Bogan, Park Superintendent	Present ___	Absent X
Clint Denton/Mike Mitchell, Town Marshal	Present ___	Absent X
Michael May, Chief/Logan Beaven, Asst Chief - Fire Department	Present X	Absent ___
Chris Wischer/Michael Lonnberg, Town Attorney	Present X	Absent ___
Lauri Stockus, Clerk-Treasurer	Present X	Absent ___
Rachel Titzer, Town Council Member	Present X	Absent ___
Doris Horn, Town Council Member	Present X	Absent ___
David Goldenberg, Town Council President	Present X	Absent ___

Called to Order 6:01

Adjournment 6:39

August 11, 2026

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Public Meetings will be Live Streamed on YouTube at **Town of Lynnville Indiana**

Town of Lynnville
Lynnville Town Council
Special Meeting
August 11, 2026

Present: Micheal May, Chris Wischer, Lauri Stockus, David Goldenberg, Doris Horn, Rachel Titzer
Absent: Brian Cook, Clint Denton

Call Meeting to Order at 6:01pm
Moment of Silence - Pledge of Allegiance
Roll Call
New Business
Negotiate Contract Between Lynnville Volunteer Fire Protection and Lynnville Town Council
Chief, Assistant Chief, and Captains have had 2-year term elections for approximately the last 5 years.

Discuss the Draft Contract provided by the Town Attorney
The issues concerning the draft from Chief May on behalf of the Fire Department
#8 - Approval of Town Council as to who is allowed to be chief. Council acknowledges this due to the guidelines already in the Fire Department's By-laws.
All agree the Attorney will change the wording in this section.

#10 – Replaces all prior contracts. Last town attorney is looking through his old records for old contracts.
All agree with this section

#7 – Regarding the spending of Lynnville Fire Protection Funds. Fire Department would like it to be more specific on how the funds are spent.

A Spending Policy will be created which will have spending thresholds and policy to help expedite spending in emergency situations will be added.

Discussion regarding the "Lynnville Governances and Administration Policy" handed out for review at the 07/22/2026 Special Meeting
Capital Improvement Projects Section
Explained this section refers to the annual budget for major repairs and/or updates to the building.

Maintenance Records
Rachel stated she wants the building maintenance logs at 07/22/2026 Special Meeting. The Fire Department will start keeping records on building maintenance for Town Hall. Joe Weidrich keeps records on the maintenance for the vehicles every fall along with Ryan Hall. Dennis Taylor keeps records on the maintenance of all the small engine equipment. The ATVs are maintenance by Power Sports. A list of inventories has also been requested by the council.

Article #13 regarding Internal Controls - Financial
Fire Department would like the council to check financials on a schedule (monthly, quarterly, etc.) instead of randomly. Make sure things don't fall between the cracks with the line of work and volunteer operations and expenditures are not always reported immediately. Also to prevent confusion when the Fire Department

Facility Use Policy

Facility Use Policy draft provided to council by Fire Department. David stated he is putting together a full manual of policy and procedures which was handed out. He will be looking over both handouts, his and the one from the Fire Department, to merge the two.

It is explained the purpose of the manual is to prevent the micro-managing of council over the Fire Department. It allows the chief the authority

Fire Department Open House

Discussed having an obstacle course at the Open House in the back by the basketball court. They will be contacting the insurance agent and getting Liability Waivers for obstacle course. Bounce houses will be set up in front of building as usual.

Clint Denton/Mike Mitchell, Town Marshal

Not Present

Michael May, Chief/Logan Beaven, Asst Chief - Fire Department

Officers Present include

Chief Michael May, 1st Captain Joe Weidrich, and Treasurer Drew Bradley

Andrew Bogan, Lynnville Park Superintendent

Not Present

Brian Cook, Town Manager

Not Present

Chris Wischer, Attorney

Nothing to add.

Lauri Stockus, Clerk-Treasurer

Upcoming:

1.	Maker's Market – **1882 Venue**	June 13-Oct (2nd Saturday)
2.	Council Meeting moved for National Night Out	October 5
3.	Council Meeting moved for General Election	November 2

Training Schedule:

4.	Warrick SWCD Workshop	September 19
5.	AIM Ideas Summit	September 29-October 1

Rachel Titzer, Town Council Member

Nothing to add

Doris Horn, Town Council Member

Nothing to add

David Goldenberg, Town Council President

Nothing to add

BUSINESS FROM THE FLOOR

Business from the Floor provides an opportunity for residents, community members, or stakeholders to address the Town Council regarding matters of interest or concern not listed on the meeting's agenda. Participants are asked to limit their comments to 2 minutes. Topics may be discussed or referred to Town staff for further review or future consideration. There will be NO DECISIONS made on discussed items until they appear in an

Public Meetings will be Live Streamed on YouTube at **Town of Lynnville Indiana**
Agenda. This segment is intended to foster open communication and ensure community voices are heard in the governance process.

Next Town Council Meeting August 18, 2026, 6:15pm Town Hall

Doris makes the motion to adjourn the Town Council meeting. Rachel seconds the motion. Rachel in favor. Doris in favor. David in favor. The meeting is adjourned at 6:39pm.

Lynnville Town Council:

Doris Horn, Council Member

Rachel Titzer, Council Member

David Goldenberg, Council President

Attest:
Lauri Stockus, Clerk-Treasurer

Pursuit to IC 5-14-9 section 6; following is a roster of the current Town of Lynnville Elected Officials, appointing authority and their appointment terms:

ELECTED OFFICIALS	DISTRICTS	APPOINTING AUTHORITY	DATES OF TERM (Elected 4 Year Term)
Doris Horn, Council Member	District #3	Elected	01/01/2023 - 12/31/2026
Rachel Titzer, Council Member	District #2	Elected	01/01/2023 - 12/31/2026
David Goldenberg, Council President	District #1	Elected	01/01/2023 - 12/31/2026
Lauri Stockus, Clerk-Treasurer	At-Large	Elected	01/01/2023 - 12/31/2026

Persons with disabilities or non-English speaking persons who wish to attend a public meeting or hearing and need assistance should contact Lauri Stockus, at Town Hall, 207 Main St., Lynnville, IN 47619 or 812-922-5111 not later than one (1) week prior to any meeting or hearing. Every effort will be made to provide reasonable accommodation for any such person or person.

FIRE PROTECTION AND EMERGENCY SERVICES AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2026 between the Town of Lynnville, Indiana, (the "Town"), and the Lynnville Volunteer Fire Department, Inc., an Indiana not-for-profit corporation, (the "Fire Department"):

W I T N E S S E T H:

WHEREAS, on February 6, 2026, the Town and Hart Township, Warrick County, Indiana (the "Township") created the Lynnville-Hart Township Fire Protection Territory (the "Territory") and entered into a certain Agreement for Fire Protection Territory (the "Territory Agreement"), and

WHEREAS, the Town was designated the Provider Unit for the Territory, and

WHEREAS, the Town, as the Provider Unit, owns certain pieces of firefighting apparatus and equipment related thereto for the purpose of providing fire protection, and

WHEREAS, the Town and the Township jointly own that certain property and building located at 216 West State Road 68, Lynnville, Indiana, which houses the Fire Department and is, in part, dedicated to the purpose of fire protection in the Town and Territory, and

WHEREAS, the Fire Department is an association of volunteer fire fighters organized to operate and maintain a volunteer fire department to answer fire alarms, fight fires and do all other acts customarily done by fire departments in support of such purposes, and

WHEREAS, the Town, as the Provider Unit of the Territory, and the Fire Department wish to enter into a formal agreement whereby the Town contracts with the Fire Department to do all acts necessary and proper to provide reasonable fire protection within the Territory and outside the Territory where applicable pursuant to mutual aid agreement, dual response agreement, or otherwise.

NOW, THEREFORE, it is agreed:

1. This contract is entered into pursuant to I.C. § 36-1-3-4 and I.C. § 36-8-12-1 *et seq*.

2. The Town shall pay all sums necessary to procure and maintain insurance for members of the Fire Department with coverages and in the amounts as required by I.C. §36-8-12 and other applicable statutes.

3. The Town shall pay to the Fire Department the sum of _____ ($_____) annually for services rendered by it under this agreement. In addition, the Town shall pay directly to each active and participating member of the Fire Department a clothing allowance of not less than $250.00 per calendar year and a vehicle allowance of not less than $250.00 per calendar year in accordance with IC 36-8-12-5. The Fire Department shall annually

provide to the Town a list of all active and participating members of the Fire Department who are eligible for the aforementioned allowances.

4. The Town agrees to pay fees for membership in a regularly organized volunteer firefighters' association on behalf of each qualified member of the volunteer fire department.

5. The Fire Department shall conduct the affairs of the department as directed by good practice, State and/or Federal law, and ordinances, resolutions and policies adopted by the Town.

6. The Fire Department agrees to answer alarms, extinguish fires, and do all other acts usual and customary for a volunteer fire department, and to do so both within the Territory and elsewhere as directed buy the Fire Chief.

7. The Town shall pay all costs and expenses for the acquisition, maintenance, repair, insurance and replacement of firefighting apparatus and equipment. In addition, pursuant to the Territory Agreement, the Fire Department shall have use of a portion of the building located at 216 West State Road 68, as a fire house. The Fire Department shall use the apparatus, equipment and fire house in the performance of their function as a volunteer fire company providing services to the Territory and subject to all applicable Town ordinances, resolutions and polices. However, the Fire Department shall have no right, title or interest in any such apparatus, equipment, or fixtures to or furnishings of the fire house. The Fire Department shall keep the apparatus, equipment and fire house clean, functional, and in good working order.

8. The Fire Department shall, through its elected officers, assist the Town in preparation of annual budgets for the Territory. The Fire Department shall elect a fire chief pursuant to their rules and regulations who shall, upon approval of the Town, be the fire chief of Town and Territory and responsible for all duties of a fire chief imposed by law.

9. No expenditure of funds budgeted by the Town for the fire department shall occur except upon proper purchase orders and claim forms in compliance with State law and Town ordinances, resolutions and polices. No expenditure shall be obligated unless applicable bid or quote procedures have first been followed.

10. The effective date of this agreement is July 1, 2026. The initial term of this Agreement shall terminate December 31, 2026. However, this Agreement shall be subject to automatic annual one-year renewals (January 1 to December 31) unless either party gives notice of termination at least 60 days prior to the termination date of then-current term. This Agreement replaces all prior agreements between the parties.

[Signature Page Follows]

LYNNVILLE TOWN COUNCIL

By: _____

ATTEST:

_____
Lauri Stockus, Clerk-Treasurer

LYNNVILLE VOLUNTEER FIRE DEPARTMENT, INC.

By: _____
Name: _____

Its: _____

TOWN OF LYNNVILLE

JOINT GOVERNANCE MEETING PACKET

Lynnville Town Council (Fire Board) and Lynnville Volunteer Fire Department

Date: July 22, 2026

Prepared by:
David Goldenberg
President, Lynnville Town Council

LETTER FROM THE COUNCIL PRESIDENT

Members of the Lynnville Volunteer Fire Department,

Thank you for attending this meeting and for your continued dedication to the citizens of Lynnville. The Town Council appreciates the countless hours each of you volunteers to protect our community.

The purpose of tonight's meeting is not to criticize the Fire Department, question anyone's dedication, or change the Fire Chief's authority at emergency scenes. Rather, our goal is to establish a written governance framework that clearly defines the responsibilities of the Town Council, acting as the Fire Board, and the Lynnville Volunteer Fire Department.

For many years, decisions have often been based upon tradition and verbal understandings. As public expectations, financial accountability, insurance requirements, and state regulations have evolved, it has become increasingly important that these responsibilities be documented in writing.

The Town Council has a legal responsibility to oversee public funds, Town-owned property, insurance, grants, contracts, and taxpayer assets. Likewise, the Fire Chief has operational responsibility for emergency response, firefighter training, and incident command. These responsibilities complement one another and are both essential to providing quality fire protection.

This meeting is intended to begin a cooperative discussion that results in written policies protecting our volunteers, our taxpayers, and the future of the Lynnville Volunteer Fire Department.

Thank you again for your service and your willingness to participate in this process.

Respectfully,

David Goldenberg
President, Lynnville Town Council

MEETING AGENDA

Purpose

To establish a written governance agreement between the Lynnville Town Council (Fire Board) and the Lynnville Volunteer Fire Department.

Meeting Objectives

- Recognize the outstanding service of our volunteer firefighters.
- Clearly define operational authority and administrative authority.
- Review proposed governance policies.
- Identify areas requiring additional discussion.
- Establish a timeline for adoption.

Ground Rules

1. We will discuss policies—not personalities.
2. Every participant will be treated respectfully.
3. Everyone will have an opportunity to speak.
4. Our shared objective is serving the citizens of Lynnville.
5. Questions and differing opinions are welcome.

Agenda

1. Welcome
2. Opening remarks
3. Purpose of the meeting
4. Review of operational authority
5. Review of Council administrative authority
6. Building use discussion
7. Financial oversight discussion
8. Questions and recommendations
9. Next steps
10. Adjournment

DRAFT GOVERNANCE AGREEMENT

Section 1 – Purpose

This Agreement establishes the respective authority and responsibilities of the Lynnville Town Council, acting as the Fire Board, and the Lynnville Volunteer Fire Department.

Its purpose is to:

- Protect the citizens of Lynnville.
- Protect volunteer firefighters.
- Protect public assets.
- Ensure accountability.
- Promote cooperation.
- Provide written guidance for future leaders.

Section 2 – Fire Chief Authority

The Fire Chief has full authority over:

- Emergency operations.
- Incident command.
- Firefighter safety.
- Training.
- Emergency response.
- Daily operational readiness.
- Operational recommendations to the Council.

Section 3 – Town Council Authority

The Town Council retains authority over:

- Public funds.
- Annual budgets.
- Contracts.
- Insurance.
- Town-owned buildings.
- Town-owned apparatus.
- Town-owned equipment.
- Capital improvements.
- Building maintenance.
- Public property.
- Grants.
- Financial oversight.

Section 4 – Building Use

The fire station is public property owned by the Town of Lynnville.

Private use of the building shall not occur unless approved in advance by the Town Council under an adopted Building Use Policy.

This requirement applies equally to firefighters, council members, employees, and members of the public.

Section 5 – Fundraisers

Fundraising events using Town property, Town equipment, or the Town's name shall receive prior Council approval.

The Council supports fundraising and community involvement while ensuring compliance with insurance requirements and financial accountability.

Section 6 – Purchases

Purchases shall comply with approved budgets and Town purchasing procedures.

Emergency purchases necessary to protect life or property may be authorized by the Fire Chief and reported to the Council as soon as practical.

Section 7 – Respect for Roles

Nothing in this Agreement limits the Fire Chief's authority to command emergency incidents.

Nothing in this Agreement limits the Town Council's authority over public funds, public property, contracts, insurance, grants, budgets, and administrative oversight.

BUILDING USE & FINANCIAL POLICY SUMMARY

Building Use

The fire station exists primarily to support emergency services.

Examples of permitted uses include:

- Emergency operations
- Firefighter training
- Official Fire Department meetings
- Council-approved community functions

Examples requiring prior Council approval include:

- Birthday parties
- Family gatherings
- Reunions
- Private celebrations
- Commercial events
- Political events
- Any private use of Town property

Financial Accountability

The Town Council is responsible for safeguarding taxpayer funds.

Accordingly:

- Budget expenditures require Council approval as required by law and Town policy.
- Equipment purchased with public funds remains Town property.
- Grants are administered under Council oversight.
- Donations intended for Town ownership shall be formally accepted by the Council.
- Financial records shall remain available for audit and public accountability.

Closing Statement

The purpose of these policies is not to reduce the authority of the Fire Department, but to strengthen the partnership between the Lynnville Volunteer Fire Department and the Town Council through clear expectations, sound governance, and responsible stewardship of public resources.

Outlook

[External]Fire department contract

From Chris Wischer <Chris.Wischer@skofirm.com>
Date Mon 6/22/2026 10:19 AM
To Rachel Titzer <council2@townoflynnville.com>
Cc David Goldenberg <council1@townoflynnville.com>; Doris Horn <council3@townoflynnville.com>; Rachel Jones <rachel.jones@skofirm.com>; Lauri Stockus <clerk-treasurer@townoflynnville.com>

1 attachment (27 KB)
Fire Protection and Emergency Services Agreement - Lynnville Volunteer Fire Department.docx;

For reference, I am attaching the draft contract that I circulated at the meeting we had last week with the Fire Department. The attached draft is intended as a starting point and includes all content required by statute. We can of course add other provisions as may be negotiated and agreed by the parties.

FYI. The legislature just revised the statute dealing with clothing and automobile allowances. Not only does amount of each allowance change from $100 to $250 (no less than $250.00 for clothing and no less than $250.00 for automobile) for each active and participating member of the department, it also removed "Unless otherwise provided by contract" and added that the payment should be made "directly to" each member. As of now, I believe the Town makes a lump sum payment each year to the Fire Department and the Fire Department takes care of making payments to its members. The change in language suggests you may need to change that approach, but that may depend on interpretation. I included a comment regarding this in the contract draft. Lauri, I've copied you on this email so you can be aware of this change.

Also - The list of issues and concerns I was handed by Michael May is at my office. As requested, I'll send that to you when I am back in the office later today.

Chris

Chris Wischer
Member

Chris.Wischer@skofirm.com
Direct: 812.452.3595
Main: 812.425.1591

Stoll Keenon Ogden PLLC
One Main St., Suite 201
Evansville, IN 47708

SKO

Louisville | Lexington | Indianapolis | Evansville | Frankfort | Jeffersonville
Stoll Keenon Ogden PLLC is Mansfield Certified. skofirm.com

Outlook

RE: Special council meeting

From Lynnville Clerk <clerk@townoflynnville.com>

Date Mon 7/20/2026 10:17 AM

To David Goldenberg <council1@townoflynnville.com>; Lauri Stockus <clerk-treasurer@townoflynnville.com>; Rachel Titzer <council2@townoflynnville.com>; Doris Horn <council3@townoflynnville.com>; Chris Wischer <chris.wischer@skofirm.com>

I have posted to the TH sign. Any other postings needed will be Lauri.

Thank you!

Megan Abner
Utility Clerk
Town of Lynnville
207 Main St, P.O. Box 99
Lynnville, IN 47619
clerk@townoflynnville.com
(812) 922-5111

From: David Goldenberg <council1@townoflynnville.com>
Sent: Monday, July 20, 2026 10:07 AM
To: Lynnville Clerk <clerk@townoflynnville.com>; Lauri Stockus <clerk-treasurer@townoflynnville.com>; Rachel Titzer <council2@townoflynnville.com>; Doris Horn <council3@townoflynnville.com>; Chris Wischer <chris.wischer@skofirm.com>
Subject: Re: Special council meeting

This Wednesday at 5:30 in Town Hall.

Thank you!

Get Outlook for iOS

From: Lynnville Clerk <clerk@townoflynnville.com>
Sent: Monday, 20 July 2026 10:00:20
To: David Goldenberg <council1@townoflynnville.com>; Lauri Stockus <clerk-treasurer@townoflynnville.com>; Rachel Titzer <council2@townoflynnville.com>; Doris Horn <council3@townoflynnville.com>; Chris Wischer <chris.wischer@skofirm.com>
Subject: RE: Special council meeting

There is no date, time, or location listed.

Thank you,

Megan Abner
Utility Clerk

Town of Lynnville
207 Main St, P.O. Box 99
Lynnville, IN 47619
clerk@townoflynnville.com
(812) 922-5111

From: David Goldenberg <council1@townoflynnville.com>
Sent: Sunday, July 19, 2026 3:18 PM
To: Lauri Stockus <clerk-treasurer@townoflynnville.com>; Lynnville Clerk <clerk@townoflynnville.com>; Rachel Titzer <council2@townoflynnville.com>; Doris Horn <council3@townoflynnville.com>; Chris Wischer <chris.wischer@skofirm.com>
Subject: Special council meeting

Please initiate a notice of a special council meeting for contract negotiations with LVFD.

This should be put on town hall sign along with any other needed sites.

Please verify with me once this has been done.

Get Outlook for iOS

87-05-04-409-003.000-010

Parcel Number
87-05-04-409-003.000-010

Local Parcel Number
041-4091-0003

Tax ID:

Routing Number
027-003

Property Class 640
Exempt, Municipality

Year: 2026

County
Warrick

Township
HART TOWNSHIP

District 010 (Local 041)
LYNNVILLE TOWN

School Corp 8130
WARRICK COUNTY

Neighborhood 4010001_AV
LYNNVILLE TOWN-COMMERCIAL

Section/Plat

Location Address (1)
314 ST RD 68
LYNNVILLE, IN 47619

Zoning

Subdivision

Lot

Market Model
4010001 - LYNNVILLE - C&I

Topography **Flood Hazard** ☐

Public Utilities **ERA** ☐

Streets or Roads **TIF** ☐

Neighborhood Life Cycle Stage
Improving

Printed Monday, April 27, 2026

Review Group 2026

Town Of Lynnville 1/2 Int & Hart

Ownership

Town Of Lynnville 1/2 Int & Hart Civil T
PO BOX 99
LYNNVILLE, IN 47619-0099

Legal

LOT 3 TECUMSEH ESTATES #2 (SURVEY RECORDED)

314 ST RD 68

640, Exempt, Municipality

Transfer of Ownership

Date	Owner	Doc ID	Code	Book/Page	Adj Sale Price	V/I
01/01/1900	Town Of Lynnville 1/2 I		WD	/		I

LYNNVILLE TOWN-COMM 1/2

Notes

6/13/2023 SURVEY RECORDED: For 24/25 survey recorded under 2023R-001853. No change in acreage.

12/15/2021 TR22: changed land from Homesite to Primary

1/22/2010 AUDITOR: Exempt NOT on Auditor Reactivated this parcel per Aud office for 10/11, MS 1/22/10

Exempt

Valuation Records (Work In Progress values are not certified values and are subject to change)

2026 WIP 04/13/2026 Indiana Cost Mod 1.0000	Assessment Year	2026	2025	2024	2023	2022
	Reason For Change	AA	AA	AA	AA	AA
	As Of Date	01/01/2026	01/01/2025	01/01/2024	01/01/2023	01/01/2022
	Valuation Method	Indiana Cost Mod	Indiana Cost Mod	Indiana Cost Mod	Indiana Cost Mod	Indiana Cost Mod
	Equalization Factor	1.0000	1.0000	1.0000	1.0000	1.0000
	Notice Required	☑	☑	☑	☑	☑
$38,500	**Land**	$38,500	$38,500	$38,500	$38,500	$38,500
$0	Land Res (1)	$0	$0	$0	$0	$0
$0	Land Non Res (2)	$0	$0	$0	$0	$0
$38,500	Land Non Res (3)	$38,500	$38,500	$38,500	$38,500	$38,500
$0	**Improvement**	$0	$0	$0	$0	$0
$0	Imp Res (1)	$0	$0	$0	$0	$0
$0	Imp Non Res (2)	$0	$0	$0	$0	$0
$0	Imp Non Res (3)	$0	$0	$0	$0	$0
$38,500	**Total**	$38,500	$38,500	$38,500	$38,500	$38,500
$0	Total Res (1)	$0	$0	$0	$0	$0
$0	Total Non Res (2)	$0	$0	$0	$0	$0
$38,500	Total Non Res (3)	$38,500	$38,500	$38,500	$38,500	$38,500

Land Data (Standard Depth: Res 175' CI 'All' Base Lot: Res 0 Act Soft: 0)

Land Type	Pricing Method	Soil ID	Act Front.	Size	Factor	Rate	Adj. Rate	Ext. Value	Infl. %	Market Factor	Cap 1	Cap 2	Cap 3	Value
11	A		125	0.52	1.48	50,000	$74,000	$38,480	0%	1.0000	0.00	0.00	100.00	$38,480

Land Computations

Calculated Acreage	0.52
Actual Frontage	125
Developer Discount	☐
Parcel Acreage	0.52
81 Legal Drain NV	0.00
82 Public Roads NV	0.00
83 UT Towers NV	0.00
84 Solar Energy Land	0.00
9 Homesite	0.00
91/92 Acres	0.00
Total Acres Farmland	0.52
Farmland Value	$0
Measured Acreage	0.00
Avg Farmland Value/Acre	0.0
Value of Farmland	$0
Classified Total	$0
Farm / Classified Value	$0
Homesite(s) Value	$0
91/92 Value	$0
Supp. Page Land Value	
CAP 1 Value	$0
CAP 2 Value	$0
CAP 3 Value	$38,500
Total Value	**$38,500**

Data Source External Only **Collector** 04/13/2017 WSC **Appraiser** 10/10/2024 TYLER

Parcel Identification Information

Parcel Number:	87-05-01-405-003.000-010	**Property Class:**	640 Exempt, Municipality
Tax ID:		**Township:**	HART TOWNSHIP
Property Address:	314 ST RD 68 LYNNVILLE IN 47619	**Taxing District:**	LYNNVILLE TOWN
		School Corp.:	WARRICK COUNTY
Neighborhood Name:	LYNNVILLE TOWN-COMMERCIAL_AV		
Neighborhood Number / Factor:	48100D1_AV / 1.8000		
Legal Description:	LOT 3 TECUMSEH ESTATES #2 (SURVEY RECORDED)		

Neighborhood Amenities

Site Description:	**Improving**	**Declining**	**Blighted**	**Static**	
	Y	N	N	N	
Public Utilities:	**Water**	**Sewer**	**Gas**	**Electricity**	**All Utilities**
	N	N	N	N	N
Topography:	**Flat**	**High**	**Low**	**Rolling**	**Swampy**
	N	N	N	N	N
Streets:	**Sidewalk**	**Alley**	**Paved**	**Unpaved**	**Proposed**
	N	N	N	N	N

Owner / Transfer History

CURRENT OWNER

Town Of Lynnville 1/2 Int & Hart Civil Township 1/2 Int

PO BOX 99

LYNNVILLE

IN

47619-0099

TRANSFER HISTORY

01/01/1900 Town Of Lynnville 1/2 Int & Hart Civil Township 1/2 Int

Sales Information

No sales record

Valuation History

Lynnville Fire Station Facility Use Policy

Purpose

The Lynnville Fire Station is a public safety facility whose primary purpose is to support volunteer fire department operations, training, emergency response readiness, firefighter welfare, and community safety initiatives. Any use of the facility shall remain secondary to these purposes and shall not interfere with station operations, emergency response capabilities, equipment readiness, or departmental activities.

The Fire Chief, or their designee, reserves the right to approve, deny, modify, or cancel any facility use request at any time when deemed necessary to protect the interests of the department, the municipality, or public safety.

Section I: Private Firefighter Use

Current members of the Lynnville Volunteer Fire Department (LVFD) or LVFD Auxiliary in good standing may utilize the facilities without prior approval for routine firefighter use that is related to department business. Cadets and probationary members are expressly excluded from this section unless they receive direct and specific permission from the fire chief.

Department members may use designated station areas for:

- Department meetings and activities
- Training and educational purposes
- Firefighter rehabilitation and wellness activities
- Informal gatherings among department members
- Being present and prepared for emergency calls

Members using the facility are responsible for:

- Securing the building upon departure
- Cleaning any areas used
- Returning furniture and equipment to its original arrangement
- Reporting any damage or maintenance concerns

Emergency response activities and departmental operations take precedence over all other uses.

Alcoholic beverages are prohibited.

Department equipment, apparatus, tools, supplies, records, and restricted areas shall not be used for personal purposes.

Violations of this policy may result in suspension or revocation of facility privileges.

Section II: Firefighter-Sponsored Family and Guest Use

Current firefighters in good standing, accompanied by family members and invited guests, may utilize the facilities without prior approval for events unrelated to department business subject to limitations prescribed below. Cadets and probationary members are expressly excluded from this section.

Requirements

- The fire chief or another department officer must be notified of the use in advance
- A minimum of three firefighter sponsors must be present throughout the event
- Guests must obey all parking and access restrictions as directed by the sponsors
- Maximum attendance shall not exceed 12 adults *or* 20 persons
- Guest activities, cooking equipment, decorations, temporary structures, may not interfere in any way with emergency readiness, determined exclusively by the sponsors and/or fire chief
- In the event of an emergency, all guests must be prepared to follow the directions of any firefighter in good standing, including immediate evacuation of the premises

The firefighter sponsor assumes responsibility for:

- Conduct of attendees
- Protection of facility property
- Compliance with all station policies
- Cleanup and restoration of the facility

Events may be limited or denied based on:

- Training schedules
- Department activities
- Staffing considerations
- Maintenance activities
- Operational needs

No access shall be permitted to:

- Apparatus bays unless specifically authorized
- Equipment rooms
- Offices
- Records storage areas
- Mechanical rooms

The department may require a refundable security deposit when deemed appropriate.

The facility must be left in equal or better condition than found.

Alcoholic beverages are prohibited.

Section III: Non-Firefighter Public Use

Because the facility's primary purpose is supporting emergency services, public use shall be limited and subject to strict review. Approval is not guaranteed and shall be considered on a case-by-case basis. Approved reservations may be cancelled with little or no notice if operational needs require use of the facility. Private commercial activities, political campaign events, and activities conducted primarily for personal financial gain are prohibited.

Requirements

- A written request for use must be submitted to the fire chief at least 30 days in advance
- A minimum of five firefighters must be present throughout the event
- Applicants must be at least 21 years of age
- Events shall conclude no later than 9:00 p.m. unless otherwise authorized.
- Guests must obey all parking and access restrictions as directed by firefighters present
- Maximum attendance shall not exceed the posted building capacity
- Attendance may be restricted at the discretion of the Fire Chief.
- Guest activities, cooking equipment, decorations, temporary structures, may not interfere in any way with emergency readiness, determined exclusively by the firefighters present
- In the event of an emergency, all guests must be prepared to follow the directions of any firefighter in good standing, including immediate evacuation of the premises

The following may be required:

- Facility rental fee established by the governing authority.
- Refundable security deposit.
- Reimbursement for any damage, repairs, excessive utilities, or extraordinary cleaning.

The written request must include:

- Description of the event
- Estimated attendance
- Event schedule
- Setup and cleanup plans
- Proof of any required permits

Applicants shall provide:

- Certificate of liability insurance naming the Lynnville Volunteer Fire Department and applicable governmental entity as additional insureds.
- Minimum general liability coverage of $1,000,000 per occurrence and $2,000,000 aggregate.
- Proof of coverage no later than seven (7) days before the event.

Failure to provide insurance documentation shall result in automatic cancellation of the reservation.

Alcoholic beverages are prohibited.

No storage of event materials shall be permitted before or after the event.

Open flames, pyrotechnics, smoking, fog machines, and similar activities are prohibited.

Department activities, emergency incidents, training exercises, and governmental functions shall take precedence over all public reservations.

A post-event inspection shall be conducted by department personnel immediately following the event. Users shall return the facility to its original condition immediately following the event. Trash removal, floor cleaning, table and chair storage, and restroom cleanup are the responsibility of the user.

Security deposits may be withheld for:

- Damage
- Missing property
- Incomplete cleanup
- Policy violations
- General Provisions

The Lynnville Volunteer Fire Department reserves the right to deny, revoke, suspend, or terminate facility use privileges when:

- Public safety could be impacted.
- Department operations may be disrupted.
- Required documentation is incomplete.
- Facility capacity or staffing limitations exist.
- Prior violations of facility policies have occurred.
- The proposed activity is determined to be inconsistent with the mission of the fire department.

Approval of any facility use does not create a continuing right to use the facility, and each request shall be evaluated independently. Recurring or standing reservations are prohibited.

Applicants shall agree to indemnify, defend, and hold harmless the Lynnville Volunteer Fire Department, its members, officers, agents, and the governing municipality from any claims, demands, losses, damages, or liabilities arising from use of the facility.

TOWN OF LYNNVILLE, INDIANA

LYNNVILLE MUNICIPAL GOVERNANCE SYSTEM

LMGS VOLUME II

Fire Department Governance & Administrative Policies

OFFICIAL FIRST EDITION

Prepared for adoption by the Lynnville Town Council acting as the Fire Board

Adoption Date: _____
Effeective Date: _____
Resolution No.: _____

Legal Notice

Thiis handbook provides governance and administrative standards for the Lynnville Fire Department. It does not replace federal law, Indiana law, Town ordinances, or controlling agreements. If a confliict exists, controlling law governs.

Foreword

Effeective firre protection depends on both professional emergency operations and accountable public governance. Volume II establishes the administrative relationship between the Fire Board and Fire Department, protects public resources, promotes consistent decision-making, and preserves operational command at emergency incidents.

Governance Philosophy

Thie Fire Board establishes policy, provides firscal oversight, protects public assets, and ensures accountability to the citizens it serves. Thie Fire Chief administers the Department, directs emergency operations, implements Fire Board policy, and manages daily functions. Nothing in this handbook authorizes individual Fire Board members to direct Department personnel or interfere with incident command.

Definitions

Department: Lynnville Fire Department.

Fire Board: Lynnville Town Council acting collectively in its governing capacity for the Department.

Fire Chief: Individual appointed or recognized under controlling law and governing documents to administer the Department.

Incident Commander: Individual directing emergency operations at an incident.

Member: Any person officcially serving with the Department.

Policy: Governance standard formally adopted by the Fire Board.

SOP: Mandatory operational procedure issued by the Fire Chief consistent with Fire Board policy.

SOG: Operational guidance allowing reasonable professional judgment.

Table of Contents

Legal Notice.....2

Foreword.....2

Governance Philosophy.....2

Definitions.....2

Table of Contents.....3

FD-001 – Governance, Authority, and Administrative Oversight.....8

- Purpose.....8
- Policy.....8
- Fire Board Authority.....8
- Fire Chief Authority.....8
- Collective Action.....8
- Compliance.....8
- Implementation.....8

FD-002 – Facilities, Public Property, and Authorized Use.....8

- Purpose.....8

Public Property.....8
Authorized Use.....8
Private and Community Use.....9
Waivers.....9
Security and Damage.....9
Unauthorized Use.....9
Implementation.....9
FD-003 – Standards of Conduct, Ethics, and Accountability.....9
Purpose.....9
Standards.....9
Chain of Command.....9
Conflicts of Interest.....9
Confidentiality and Communications.....9
Reporting.....9
Accountability.....10
Implementation.....10
FD-004 – Membership, Appointment, Officer Qualifications, and Leadership.....10
Purpose.....10

Membership.....10
Officcer Quaalifircations..... 10 Fire Chief.....10
Appointments and Vacancies.....10
Removal from Leadership.....10
Evaluation..... 10
Implementation.....10
FD-005 – Fire Board and Fire Chief Relations.....11
Purpose..... 11
Working Relationship..... 11
Board Responsibilities.....11
Chief Responsibilities.....11
Disagreements.....11
Public Conduct.....11
Implementation.....11
FD-006 – Meetings, Reporting, and Administrative Communications.....11
Purpose..... 11
Meetings.....11
Reports.....11

Immediate Notice..... 11
Requests for Action..... 12
Officcial Direction..... 12
Implementation..... 12
FD-007 – Financial Management, Purchasing Authority, and Asset Control..... 12
Purpose..... 12
Budget..... 12
Purchasing..... 12
Emergency Purchases..... 12
Contracts..... 12
Cards and Reimbursements..... 12
Inventory..... 12
Surplus Property..... 12
Implementation..... 13
FD-008 – Fundraising, Donations, and Support Organizations..... 13
Purpose..... 13
Approval..... 13
Accounting..... 13

Donations.....13

Cash Handling.....13

Support Organizations.....13

Name and Logo.....13

Implementation.....13

FD-009 – Personnel Administration, Training, Atteendance, and Performance.....13

Purpose.....13

Member Responsibilities.....13

Atteendance.....14

Training and Certifircations.....14

Drivers.....14

Performance.....14

Records and Leave.....14

Implementation.....14

FD-010 – Complaints, Investigations, and Discipline.....14

Purpose.....14

Informal Correction.....14

Formal Review.....14

Assignment.....14
Process.....14
Findings.....15
Discipline.....15
Records.....15
Implementation.....15
FD-011 – Delegation of Authority and Administrative Decisions.....15
Purpose.....15
Fire Board Decisions.....15
Fire Chief Decisions.....15
Emergency Operations.....15
Delegation.....15
Nondelegable Actions.....15
Uncertainty.....15
Implementation.....15
FD-012 – Fire Board Policies, SOPs, and SOGs.....16
Purpose.....16
Hierarchy.....16
Fire Board Policies.....16

SOPs and SOGs....16
Review and Distribution....16
Compliance....16
Implementation....16
FD-013 – Risk Management, Insurance, and Legal Compliance....16
Purpose....16
Fire Board....16
Fire Chief....16
Members....16
Insurance....17
Claims and Legal Matteers....17
Implementation....17
FD-014 – Mutual Aid, Automatic Aid, and Intergovernmental Agreements....17
Purpose....17
Approval....17
Administration....17
Responses....17
Equipment and Costs....17
Extraordinary Assistance....17

Implementation.....17

FD-015 – Records Management, Public Records, and Open Meetings.....17

Purpose.....17

Records.....17

Custody.....18

Retention.....18

Public Access.....18

Electronic Communications.....18

Open Meetings.....18

Litigation Hold.....18

Implementation.....18

FD-016 – Emergency Succession and Continuity of Operations.....18

Purpose.....18

Succession.....18

Continuity Planning.....18

Temporary Authority.....19

Alternate Resources.....19

Recovery.....19

Implementation.....19 Appendix A – Handbook Administration.....20
Authority.....20
Interpretation.....20
Amendments.....20
Annual Review.....20
Distribution.....20
Version Control.....20
Appendix B – Annual Administrative Review Calendar.....20
Appendix C – Resolution Adopting LMGS Volume II.....20
Appendix D – Fire Chief Acknowledgment.....22
Appendix E – Officcer Acknowledgment.....23
Appendix F – Member Acknowledgment.....24
Revision Log.....25

FD-001 – Governance, Authority, and Administrative Oversight

Purpose

Establishes the governing relationship between the Fire Board and Fire Department.

Policy

Thie Fire Board governs the Department through officcial action. Thie Fire Chief administers the Department and commands emergency operations.

Fire Board Authority

Thie Fire Board establishes administrative policy; approves budgets, major expenditures, contracts, capital projects, and facility use standards; protects public assets; and exercises personnel authority granted by law and governing documents.

Fire Chief Authority

Thie Fire Chief directs emergency incidents, supervises members, manages training and readiness, maintains apparatus and equipment, develops operational procedures, and implements Fire Board policy.

Collective Action

Fire Board authority is exercised collectively at a lawful meeting. No individual member may independently bind the Town, direct Department personnel, waive policy requirements, or authorize use of public resources unless specifircally delegated.

Compliance

Thie Fire Chief and all members shall comply with lawful Fire Board policies and officcial directives. Operational concerns shall be presented promptly to the Fire Board; a directive remains effeective unless modifired, withdrawn, or found unlawful.

Implementation

Thie Fire Chief shall implement this policy. Quaestions of legal authority shall be referred to the Fire Board and Town Atteorney.

FD-002 – Facilities, Public Property, and Authorized Use

Purpose

Governs use and protection of Department facilities and public assets.

Public Property

Stations, grounds, apparatus, equipment, furnishings, records, systems, and supplies owned or controlled by the Town are public property. Membership or officce creates no personal ownership interest.

Authorized Use

Department property shall be used for emergency response, training, administration, public education, maintenance, and other approved governmental purposes.

Private and Community Use

Private or outside use requires approval under Fire Board policy, a writteen agreement when required, applicable fees or deposits, insurance documentation, and compliance with facility rules. Emergency operations always take priority.

Waivers

No member or officcer may waive fees, insurance, deposits, or approval requirements unless authority is expressly delegated by the Fire Board.

Security and Damage

Members shall safeguard keys, access credentials, buildings, and equipment; report loss, damage, theft,, or hazards promptly; and return Department property upon separation.

Unauthorized Use

Unauthorized private events, fee waivers, personal storage, commercial activity, or access granted contrary to policy may result in discipline and recovery of costs as permitteed by law.

Implementation

Thie Fire Chief shall administer facility use consistent with Fire Board policy.

FD-003 – Standards of Conduct, Ethics, and Accountability

Purpose

Establishes conduct and ethical standards for all members.

Standards

Members shall act honestly, professionally, safely, and respectfully; follow law, policy, and lawful orders; protect public resources; and avoid conduct that impairs Department effeectiveness or public confirdence.

Chain of Command

Routine concerns should proceed through the chain of command. Thiis does not restrict lawful communication with elected officcials, reporting misconduct, or cooperating with an investigation.

Conflicts of Interest

Members shall disclose actual or apparent confliicts involving purchases, contracts, fimancial interests, family relationships, gift,s, or outside activities affeecting Department duties.

Confidentiality and Communications

Members shall protect confirdential information and shall not present personal opinions as officcial Department positions. Officcial public statements shall be made only by authorized persons.

Reporting

Fraud, theft,, serious safety violations, harassment, criminal conduct, or substantial misuse of public resources shall be reported through the chain of command or directly to the Fire Board when appropriate. Good-faith reporting shall not result in retaliation.

Accountability

Rank does not exempt any member from policy compliance or discipline.

Implementation

Thie Fire Chief shall enforce these standards; allegations involving the Fire Chief shall be referred to the Fire Board.

FD-004 – Membership, Appointment, Officer Qualifications, and Leadership

Purpose

Establishes membership and leadership standards.

Membership

Membership classifircations, eligibility, applications, screening, probation, training, and continued service requirements shall be established by policy and governing documents.

Officer Qualifications

Officcers shall demonstrate integrity, judgment, technical competence, leadership, communication ability, policy knowledge, and required certifircations.

Fire Chief

Thie Fire Chief is the senior operational and administrative officcer, responsible for incident command, personnel supervision, readiness, policy implementation, records, and recommendations to the Fire Board.

Appointments and Vacancies

Officcer selection, terms, succession, temporary appointments, and vacancies shall follow controlling law, bylaws, ordinances, and Fire Board policy.

Removal from Leadership

An officcer may be removed from leadership for neglect of duty, insubordination, dishonesty, policy violations, misuse of resources, failure to maintain qualifircations, or other serious inability to perform, subject to applicable authority and procedure.

Evaluation

Thie Fire Board should evaluate the Fire Chief annually using leadership, policy compliance, firscal stewardship, readiness, communication, and departmental performance.

Implementation

Appointment and removal authority shall be confirrmed against controlling law and governing documents before action.

FD-005 – Fire Board and Fire Chief Relations

Purpose

Establishes a professional working relationship between the Fire Board and Fire Chief.

Working Relationship

Both shall communicate accurately, act professionally, respect established authority, and focus disagreements on policy and facts rather than personalities.

Board Responsibilities

Thie Fire Board sets policy, approves budgets and major commitments, protects assets, establishes goals, and evaluates the Fire Chief without directing emergency tactics.

Chief Responsibilities

Thie Fire Chief implements policy, leads operations, supervises personnel, maintains readiness, reports signifircant issues, and advises the Fire Board on operational needs.

Disagreements

Administrative disagreements should firrst be discussed by the Fire Chief and Board President or designee. Unresolved matteers shall be placed before the full Fire Board, whose lawful administrative decision controls.

Public Conduct

Neither party should publicly misrepresent or undermine officcial action. Governance disputes should be addressed through established public processes.

Implementation

Thie Board President and Fire Chief shall maintain regular communication and place unresolved governance matteers before the full Fire Board.

FD-006 – Meetings, Reporting, and Administrative Communications

Purpose

Establishes routine information fliow between the Department and Fire Board.

Meetings

Thie Fire Chief or designee should atteend Fire Board meetings when Department business is considered.

Reports

Thie Fire Chief shall provide periodic reports on calls, stafficng, training, certifircations, apparatus, facilities, firnances, grants, safety concerns, and major needs.

Immediate Notice

Thie Fire Board President or designee shall be notifired promptly of a line-of-duty death or serious injury, major apparatus accident, signifircant property loss, service interruption, criminal investigation involving officcial conduct, or substantial claim against the Department.

Requests for Action

Requests involving purchases, contracts, grants, policies, facilities, or personnel action should be submitteed with sufficcient supporting information for an informed decision.

Official Direction

Fire Board direction should be documented by motion, resolution, policy, minutes, or authorized writteen directive. Communications between meetings shall not circumvent collective action or the Indiana Open Door Law.

Implementation

Thie Fire Chief shall maintain regular reporting; the Fire Board shall communicate administrative direction through officcial action.

FD-007 – Financial Management, Purchasing Authority, and Asset Control

Purpose

Protects public funds and Department assets through clear firnancial controls.

Budget

Thie Fire Chief shall submit annual budget recommendations. Thie Fire Board approves the budget, major purchases, and capital plans.

Purchasing

No person may firnancially obligate the Town or Department without delegated authority. Routine purchases shall remain within approved appropriations and spending limits. Purchases may not be divided to avoid approval requirements.

Emergency Purchases

Thie Fire Chief may make necessary emergency purchases within authority established by policy and law, with prompt reporting and documentation.

Contracts

Only authorized officcials may sign contracts, leases, firnancing documents, or agreements binding the Town or Department.

Cards and Reimbursements

Credit, purchasing, and fuel cards shall be used only for authorized business. Receipts and required documentation shall be submitteed promptly. Personal purchases are prohibited.

Inventory

Thie Department shall maintain an inventory of signifircant apparatus, communications equipment, protective equipment, vehicles, tools, and other public assets. Loss, damage, transfer, and disposition shall be documented.

Surplus Property

Public property may be sold, traded, transferred, donated, or discarded only with required approval and in accordance with law.

Implementation

Thie Fire Chief and Clerk-Treasurer shall administer firnancial controls established by the Fire Board and applicable Town procedures.

FD-008 – Fundraising, Donations, and Support Organizations

Purpose

Establishes accountability for fundraising and donated resources associated with the Department.

Approval

Fundraising conducted in the Department's name or using Town property, insurance, equipment, personnel, or public resources requires prior approval under Fire Board policy.

Accounting

Revenue and expenses shall be documented, deposited through legally appropriate accounts, protected by internal controls, and reported as required.

Donations

Money, equipment, services, and property offeered for Department use shall be documented and accepted through the appropriate legal process. Donor restrictions are binding only when lawfully accepted.

Cash Handling

Whenever practical, two persons shall verify cash, deposits shall be prompt, and supporting records shall be retained.

Support Organizations

An auxiliary or firrefirghters' association may remain legally separate, but it may not bind the Town, control public assets, or represent an activity as officcially approved without authority.

Name and Logo

Use of the Department name, insignia, or logo for fundraising or commercial purposes requires authorization.

Implementation

Thie Fire Chief shall coordinate fundraising activity with the Fire Board and Clerk-Treasurer.

FD-009 – Personnel Administration, Training, Attendance, and Performance

Purpose

Establishes minimum participation, training, safety, and performance expectations.

Member Responsibilities

Members shall maintain required qualifircations, participate in required training, respond when reasonably available, safeguard issued property, follow policy, and perform duties safely and professionally.

Attendance

Thie Fire Chief may establish reasonable atteendance and participation requirements consistent with Fire Board policy and operational need.

Training and Certifications

Members shall complete training and maintain certifircations required by law, assignment, or Department policy. Current records shall be maintained.

Drivers

Only qualifired and authorized members may operate Department vehicles or apparatus. Driving privileges may be restricted for safety or qualifircation concerns.

Performance

Defirciencies should be addressed through coaching, training, mentoring, or performance improvement before formal discipline when appropriate.

Records and Leave

Personnel records and leaves of absence shall be administered consistently and protected as required by law.

Implementation

Thie Fire Chief shall administer personnel standards and provide an annual stafficng and training summary to the Fire Board.

FD-010 – Complaints, Investigations, and Discipline

Purpose

Establishes a fair process for complaints, investigations, and corrective action.

Informal Correction

Minor performance issues may be addressed through coaching, counseling, or trainıng.

Formal Review

Serious or repeated allegations involving insubordination, dishonesty, harassment, unsafe conduct, criminal activity, misuse of funds or property, or signifircant policy violations shall receive documented review.

Assignment

Thie Fire Chief shall review complaints involving members. Complaints involving the Fire Chief shall be handled by the Fire Board or a qualifired designee. Investigators shall be impartial.

Process

Thie subject should receive notice of the allegations, a reasonable opportunity to respond, and consideration of relevant evidence. Immediate temporary action may be taken when needed to protect safety, evidence, property, or operations.

Findings

A writteen report should identify allegations, evidence, facts, firndings, and recommended action. Findings may be sustained, not sustained, unfounded, or exonerated.

Discipline

Action may include counseling, training, warning, reprimand, suspension, removal from leadership, or separation when authorized. Severity, history, impact, and consistency shall be considered.

Records

Investigation records shall be secured, retained, and disclosed only as permitteed or required by law.

Implementation

Thie Fire Chief administers discipline below the Chief's level within delegated authority. Thie Fire Board acts on matteers within its authority, including allegations involving the Fire Chief.

FD-011 – Delegation of Authority and Administrative Decisions

Purpose

Defirnes which decisions may be made or delegated within the Department.

Fire Board Decisions

Thie Fire Board retains policy adoption, budget approval, major expenditures, contracts, capital projects, insurance, property disposition, signifircant facility use, strategic planning, and personnel actions reserved by law or governing documents.

Fire Chief Decisions

Thie Fire Chief manages stafficng, assignments, training, readiness, maintenance, operational procedures, mutualaid deployment, and routine expenditures within delegated limits.

Emergency Operations

Thie Incident Commander controls emergency tactics and deployment. Thiis authority does not extend to administrative decisions reserved to the Fire Board.

Delegation

Thie Fire Chief may delegate duties to qualifired officcers but remains accountable for Department administration.

Nondelegable Actions

No Department officcer may independently sign contracts, waive Fire Board policy, dispose of public property, create compensation, commit unauthorized funds, or authorize private use outside adopted policy.

Uncertainty

When authority is unclear, the matteer should be referred to the Fire Board before action unless immediate action is necessary to protect life, property, or essential readiness.

Implementation

Delegations shall be writteen when practical and reviewed periodically by the Fire Board.

FD-012 – Fire Board Policies, SOPs, and SOGs

Purpose

Defirnes the hierarchy and administration of governance policies and operational directives.

Hierarchy

Applicable law and ordinances control. Fire Board policies govern administration. SOPs establish mandatory operational procedures. SOGs provide preferred operational guidance allowing reasonable judgment.

Fire Board Policies

Thie Fire Board adopts administrative policies involving governance, firnance, facilities, personnel administration, discipline, public resources, and accountability.

SOPs and SOGs

Thie Fire Chief develops and maintains operational procedures for incident command, apparatus, communications, safety, training, equipment, and emergency response. Thiey shall not confliict with law or Fire Board policy.

Review and Distribution

Current policies, SOPs, and SOGs shall be organized, dated, distributed, and reviewed periodically. Superseded versions shall be retained as required.

Compliance

Violation of policy or an SOP may result in corrective action. Reasonable deviation from an SOG based on emergency conditions and sound judgment is not, by itself, misconduct.

Implementation

Thie Fire Board maintains Volume II. Thie Fire Chief maintains operational SOPs and SOGs in a separate manual.

FD-013 – Risk Management, Insurance, and Legal Compliance

Purpose

Establishes shared responsibility for reducing preventable risk and maintaining legal compliance.

Fire Board

Thie Fire Board reviews insurance, signifircant claims, legal exposure, and risk-reduction recommendations and adopts appropriate administrative policy.

Fire Chief

Thie Fire Chief promotes safety, ensures required training, investigates signifircant accidents and near misses, reports major risks, and recommends corrective measures.

Members

Members shall use required protective equipment, follow safety procedures, and report injuries, accidents, hazards, damage, and unsafe conditions promptly.

Insurance

Coverage shall be maintained as determined by the governing authority. Outside users shall provide certifircates of insurance when required. Requirements may not be waived without authority.

Claims and Legal Matters

Claims, lawsuits, subpoenas, and legal demands shall be forwarded promptly to the Fire Board, insurer, and legal counsel. Members shall not admit liability or settele claims on behalf of the Town.

Implementation

Thie Fire Chief shall provide an annual risk summary and immediate notice of signifircant exposures.

FD-014 – Mutual Aid, Automatic Aid, and Intergovernmental Agreements

Purpose

Establishes governance and operational responsibilities for cooperative emergency service arrangements.

Approval

Thie Fire Board approves agreements that bind the Town, create continuing obligations, establish cost sharing, or materially affeect public resources.

Administration

Thie Fire Chief implements approved agreements, coordinates responses and joint training, and recommends changes based on operational experience.

Responses

Resources shall be deployed according to agreement, Department procedure, stafficng, and readiness. Thie Fire Chief or Incident Commander may limit a response when necessary to protect the primary service area, consistent with the agreement.

Equipment and Costs

Long-term loans, transfers, or sharing arrangements require appropriate approval. Reimbursable responses and cost recovery shall be documented.

Extraordinary Assistance

Thie Fire Chief may authorize emergency assistance outside an existing agreement when necessary to protect life or property and lawful to do so, with prompt notice to the Fire Board.

Implementation

Thie Fire Chief and Fire Board shall review agreements periodically and refer contractual disputes beyond operational authority to legal counsel.

FD-015 – Records Management, Public Records, and Open Meetings

Purpose

Establishes standards for creation, retention, security, and lawful disclosure of Department records.

Records

Administrative, personnel, operational, firnancial, training, maintenance, electronic, photographic, and communication records created in officcial business are Department records and public assets.

Custody

Thie Fire Board shall identify the officcial custodian of administrative records. Thie Fire Chief maintains operational records unless otherwise assigned.

Retention

Records shall be retained and disposed of only under applicable Indiana retention schedules, law, and Fire Board policy.

Public Access

Public records requests shall be handled promptly under the Indiana Access to Public Records Act. Confirdential, medical, personnel, investigatory, security-sensitive, or otherwise protected information shall be safeguarded.

Electronic Communications

Officcial email, text messages, photographs, and digital firles shall be managed as records. Personal accounts or devices should be avoided for officcial business unless records can be properly retained and produced.

Open Meetings

Fire Board meetings, notices, minutes, and executive sessions shall comply with the Indiana Open Door Law.

Litigation Hold

Relevant records shall not be destroyed or altered aft,er notice of litigation, audit, investigation, or a preservation directive.

Implementation

Thie records custodian and Fire Chief shall maintain organized records and seek legal guidance when disclosure is uncertain.

FD-016 – Emergency Succession and Continuity of Operations

Purpose

Preserves leadership, governance, records, and essential service during disruption.

Succession

Unless otherwise directed, temporary operational and administrative succession is Fire Chief, Assistant Chief, designated senior line officcer, then qualifired officcer designated by the Fire Board. Temporary service does not create a permanent appointment.

Continuity Planning

Thie Fire Chief shall maintain plans for emergency response, communications, stafficng, apparatus, facilities, records access, fuel, vendors, and administrative coordination.

Temporary Authority

If the Fire Board cannot reasonably convene, the Fire Chief may take temporary lawful action necessary to protect life, property, essential readiness, or continuity. Actions and costs shall be documented and reported promptly.

Alternate Resources

Plans should identify alternate facilities, backup communications, mutual-aid support, critical records backups, and essential firnancial procedures.

Recovery

Following a signifircant disruption, the Fire Chief shall report operational, property, personnel, and firnancial effeects and recommend improvements.

Implementation

Continuity plans shall be reviewed periodically and aft,er major disruptions.

Appendix A – Handbook Administration

Authority

Thiis handbook becomes effeective upon adoption by the Fire Board through resolution.

Interpretation

Thie Fire Board interprets administrative policy. Operational procedures are interpreted by the Fire Chief, subject to consistency with Fire Board policy and controlling law.

Amendments

Substantive changes require Fire Board action. Forms, contact lists, and non-policy administrative tools may be updated without amending policy when the update does not change rights, duties, or authority.

Annual Review

Thie Fire Board and Fire Chief shall review the handbook annually and aft,er a change in Chief, legal structure, insurance requirements, or governing agreement.

Distribution

A current copy shall be available to Fire Board members, the Fire Chief, Department officcers, the Clerk-Treasurer, and legal counsel. Members shall receive access to policies applicable to their service.

Version Control

Each approved revision shall identify its effeective date and resolution or action. Superseded editions shall be retained as required.

Administration

Thiis handbook shall be interpreted and administered consistent with applicable federal law, Indiana law, Town ordinances, and governing agreements.

Appendix B – Annual Administrative Review Calendar

Review Item	Primary Responsibility	Frequency
Budget and capital needs	Fire Chief / Fire Board	Annual
Insurance and risk summary	Fire Board / Fire Chief	Annual
Membership, training, and certifircations	Fire Chief	Annual
Asset inventory	Fire Chief / Clerk-Treasurer	Annual
Handbook review	Fire Board / Fire Chief	Annual
SOP and SOG review	Fire Chief	Annual
Mutual-aid agreements	Fire Chief / Fire Board	At least every firve years
Continuity plan	Fire Chief	Annual and aft,er activation

Appendix C – Resolution Adopting LMGS Volume II

RESOLUTION NO. _____

A RESOLUTION OF THE LYNNVILLE TOWN COUNCIL, ACTING AS THE FIRE BOARD, ADOPTING LMGS VOLUME II – FIRE DEPARTMENT GOVERNANCE & ADMINISTRATIVE POLICIES

WHEREAS, the Town Council is responsible for the lawful governance, firscal oversight, and protection of public resources associated with firre protection services; and

WHEREAS, clear writteen policies promote accountability, continuity, safety, and an effeective working relationship between the Fire Board and Fire Department; and

WHEREAS, the Town Council has reviewed LMGS Volume II and firnds its adoption to be in the public interest;

NOW, THEREFORE, BE IT RESOLVED that LMGS Volume II – Fire Department Governance & Administrative Policies, Officcial First Edition, is adopted effeective _____.

BE IT FURTHER RESOLVED that this handbook supersedes prior Fire Board governance policies to the extent they confliict with this handbook, unless otherwise required by law or superseded by subsequent Fire Board action. Thie Fire Chief shall implement this handbook, distribute applicable policies, and present recommended amendments to the Fire Board.

Adopted this ____ day of _____, 20____.

_____ Council President / Fire Board President
_____ Council Member
_____ Council Member
ATTEST: _____ Clerk-Treasurer

Appendix D – Fire Chief Acknowledgment

I acknowledge receipt of LMGS Volume II and understand my responsibility to administer the Department, implement Fire Board policy, maintain operational procedures, and raise questions of authority or conflict through the established governance process.

Name: _____

Signature: _____

Date: _____

Appendix E – Officer Acknowledgment

I acknowledge receipt of or access to LMGS Volume II and understand my responsibility to follow adopted policy, support the chain of command, protect public resources, and exercise only delegated authority.

Name: _____

Signature: _____

Date: _____

Appendix F – Member Acknowledgment

I acknowledge receipt of or access to applicable Department policies and agree to comply with lawful policy, orders, safety standards, conduct requirements, and accountability procedures.

Name: _____

Signature: _____

Date: _____

Revision Log and Change History

Version	Effeective Date	Description	Approved By
First Edition	_____	Initial adoption	Fire Board Resolution No. _____