



# EXECUTIVE BOARD AGENDA

**DATE OF MEETING:** Thursday, December 17, 2024, 5:30 p.m.

**PLACE OF MEETING:** Brownsburg Fire Territory Headquarters, Classroom B - 470 E. Northfield Dr., Brownsburg, IN 46112

1. CALL TO ORDER

1.1. Teams Link To Steve Patterson, Lincoln Township Trustee (Chairman)

[HTTPS://TEAMS.MICROSOFT.COM/L/MEETUP-JOIN/19%3AMEETING\\_M2U2NZCZNDQTMTRMMI00Y2I3LWI4OWYTOTYYNDHMHJZIODDH%40THREAD.V2/0?CONTEXT=%7B%22TID%22%3A%2208B4979D-2BE2-4739-BFE1-9BA4C25C0778%22%2C%22OID%22%3A%228B14EAB6-BB69-4CF7-A217-288F148231A2%22%7D](https://teams.microsoft.com/l/meetup-join/19%3ameeting_m2u2nzcZNDQTMTRMMI00Y2i3LWI4OWYTOTYYNDHMHJZIODDH%40thread.v2/0?context=%7B%22tid%22%3A%2208B4979D-2BE2-4739-BFE1-9BA4C25C0778%22%2C%22oid%22%3A%228B14EAB6-BB69-4CF7-A217-288F148231A2%22%7D)

2. PLEDGE OF ALLEGIANCE; MOMENT OF SILENCE

3. ROLLCALL TO DETERMINE QUORUM BY PRESIDING OFFICER

4. CITIZENS' COMMENTS RELATED TO AGENDA ITEMS-12/17/2024

5. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S):

5.1. Special Meeting Minutes: Monday, November 4, 2024, At 5:30 P.m.

Documents:

[BFT EXECUTIVE BOARD MEETING\\_MINUTES\\_11.4.2024.PDF](#)

5.1.1. Meeting Minutes: Tuesday, November 19, 2024, At 5:30 P.m.

Documents:

[BFT EXECUTIVE BOARD MEETING\\_MINUTES\\_11.19.2024.PDF](#)

6. APPROVAL OF EXPENSE REPORT(S):

6.1. Expense Report October 2024

Documents:

POSTING JOURNAL 2243 2024-10.XLSX

6.1.1. Expense Report Novemeber 2024

Documents:

POSTING JOURNAL 2243 2024-11.XLSX

7. EXECUTIVE BOARD ITEMS

7.1. Set Dates For The 2025 Meetings

8. FIRE CHIEF ITEMS

8.1. Staff Report November 2024

Documents:

STAFF REPORT 11-2024 ACTIVITY.PDF

8.1.1. General Order 2024-702- Drug And Alcohol Use And Testing.

Documents:

GENERAL ORDER 2024 - 702 - DRUG AND ALCOHOL USE AND TESTING.PDF

9. ATTORNEY ITEMS

10. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS

11. COMMENTS FROM FLOOR

12. DATE, TIME, AND LOCATION OF NEXT EXECUTIVE BOARD MEETING

13. ADJOURNMENT

*The BFT acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e., sign interpretive services, alternative audio/video devices, and amanuenses) for participation in or access to Town sponsored public programs, services, and/or meetings, the BFT requests that individuals make requests for these services two business days ahead of the scheduled program, service, and/or meeting. To make arrangements, contact us at 317-852-1190 or [Admin@BrownsburgFire.org](mailto:Admin@BrownsburgFire.org).*



## **EXECUTIVE BOARD SPECIAL Meeting**

Brownsburg Fire Territory Headquarters  
470 East Northfield Drive  
Brownsburg, Indiana 46112  
Classroom B

**MEETING MINUTES**  
Monday, November 4, 2024  
5:30 P.M.

### **Attendees**

Travis Tschaenn, Town of Brownsburg Representative  
Angela Delp, Brown Township Trustee  
Steve Patterson, Lincoln Township Trustee (Chairman)  
Larry C. Alcorn, Fire Chief

- I. CALL TO ORDER**
  - a. Mr. Patterson called the Brownsburg Fire Territory (“BFT”) Executive Board (the “Board”) meeting to order at 5:30 p.m.
- II. PLEDGE OF ALLEGIANCE; MOMENT OF SILENCE**
  - a. Everyone in attendance recited the Pledge of Allegiance and observed a moment of silence.
- III. ROLL CALL TO DETERMINE QUORUM BY PRESIDING OFFICER**
  - a. Roll call was taken and it was determined that all Board members were present.
  - b. Ms. Betuker was not in attendance. Ms. Delp took the recording.
- IV. CITIZENS COMMENTS RELATED TO AGENDA ITEMS**
  - a. Mr. Jim Murphy, 10726 North State Road 267, Brownsburg, Indiana
- V. EXECUTIVE BOARD ITEMS**
  - a. Old Business
  - b. None.
  - c. New Business
  - d. **Motion:** Travis Tschaenn made to **APPROVE** the purchase of a new pumper and to allow for Chief Alcorn to negotiate the price and sign contracts for a new pumper. Motion 2<sup>nd</sup> by Angela Delp. Motion carried 3 in favor/ 0 Opposed/ 0 Abstained
- VI. ATTORNEY ITEMS**
- VII. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS**
  - a. Next Meeting Information.
    - i. Tuesday, November 19, 2024, at 5:30 P.M. Classroom B.



**VIII. COMMENTS FROM FLOOR**

**IX. ADJOURNMENT**

- a. Mr. Tschaenn made a motion to adjourn. Mr. Patterson seconded the motion, and the meeting adjourned at 6:29 p.m.

*Meeting minutes are a summary of actions taken at the Brownsburg Fire Territory Executive Board meeting. Please visit [www.Brownsburg.org](http://www.Brownsburg.org), select "Live and Archived Meetings" from the Government menu, and scroll for the desired "Fire Territory Executive Board meeting. Questions may be directed to Fire Chief Larry C. Alcorn at [lalcorn@BrownsburgFire.org](mailto:lalcorn@BrownsburgFire.org) or via mail to 470 East Northfield Drive, Brownsburg, IN 46112*

\_\_\_\_\_  
*Angela Delp, Brown Township Trustee*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Steve Patterson, Lincoln Township Trustee (Chairman)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Travis Tschaenn, Town of Brownsburg Representative*

\_\_\_\_\_  
*Date*

Attest: \_\_\_\_\_

*Andrea Hill, Recording Secretary*

\_\_\_\_\_  
*Date*



## **EXECUTIVE BOARD Regular Meeting**

Brownsburg Fire Territory Headquarters  
470 East Northfield Drive  
Brownsburg, Indiana 46112  
Classroom B

**MEETING MINUTES**  
Tuesday, November 19, 2024  
5:30 P.M.

### **Attendees**

Travis Tschaenn, Town of Brownsburg Representative  
Angela Delp, Brown Township Trustee  
Steve Patterson, Lincoln Township Trustee (Chairman)  
Larry C. Alcorn, Fire Chief  
Scott Krapf, Attorney

### **I. CALL TO ORDER**

- a. Mr. Patterson called the Brownsburg Fire Territory (“BFT”) Executive Board (the “Board”) meeting to order at 5:30 p.m.

### **II. PLEDGE OF ALLEGIANCE; MOMENT OF SILENCE**

- a. Everyone in attendance recited the Pledge of Allegiance and observed a moment of silence.

### **III. ROLL CALL TO DETERMINE QUORUM BY PRESIDING OFFICER**

- a. Roll call was taken and it was determined that all Board members were present.

### **IV. CITIZENS COMMENTS RELATED TO AGENDA ITEMS**

- a. Mr. Jim Murphy, 10726 North State Road 267, Brownsburg, Indiana
- b. Mr. David Weyant, P.O. Box 513 Brownsburg, Indiana

### **V. EXECUTIVE BOARD ITEMS**

- a. **Motion:** Travis Tschaenn made to table the approval of the October 7<sup>th</sup> meeting and November 4<sup>th</sup> Special Meeting minutes and the Expense Report for October 2024. The motion was 2<sup>nd</sup> by Angela Delp. Motion carried 3 in favor/ 0 Opposed/ 0 Abstained
- b. **Motion:** Travis Tschaenn made to **APPROVE** the recommendation to reinstate the Re-stated Interlocal Cooperation Agreement with the new verbiage of 4 years vs 3 years in 9.7 and any clean-ups and recommendations to the provider boards. The motion was 2<sup>nd</sup> by Angela Delp. Motion carried. 3 in favor/ 0 Opposed/ 0 Abstained
  - i. A meeting with the joint boards is tentatively scheduled for December 7<sup>th</sup> at 10 am for review and additional approval.



## VI. FIRE CHIEF ITEMS

- a. **Motion:** Travis Tschaenn made to **APPROVE** Policy 601 – FMLA. The motion was 2<sup>nd</sup> by Angela Delp. Motion carried 3 in favor/ 0 Opposed/ 0 Abstained

## VII. ATTORNEY ITEMS

- a. **Motion:** Travis Tschaenn made to **APPROVE** to allow the Chief to have access to a \$25,000.00-spending limit without authority/approval. Motion carried. 3 in favor/ 0 Opposed/ 0 Abstained

## VIII. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS

Next Meeting Information.

- a. Tuesday, December 17, 2024, at 5:30 P.M. Classroom B.

## IX. COMMENTS FROM FLOOR

- a. Mr. Jim Murphy, 10726 North State Road 267, Brownsburg, Indiana
- b. Mr. David Weyant P.O. Box 513 Brownsburg, Indiana

## X. ADJOURNMENT

- a. Mr. Tschaenn made a motion to adjourn. Mr. Patterson seconded the motion, and the meeting adjourned at 6:29 p.m.

*Meeting minutes are a summary of actions taken at the Brownsburg Fire Territory Executive Board meeting. Please visit [www.Brownsburg.org](http://www.Brownsburg.org), select “Live and Archived Meetings” from the Government menu, and scroll for the desired “Fire Territory Executive Board meeting. Questions may be directed to Fire Chief Larry C. Alcorn at [lalcorn@BrownsburgFire.org](mailto:lalcorn@BrownsburgFire.org) or via mail to 470 East Northfield Drive, Brownsburg, IN 46112*

\_\_\_\_\_  
*Angela Delp, Brown Township Trustee*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Steve Patterson, Lincoln Township Trustee (Chairman)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Travis Tschaenn, Town of Brownsburg Representative*

\_\_\_\_\_  
*Date*

Attest: \_\_\_\_\_  
*Andrea Hill, Recording Secretary*

\_\_\_\_\_  
*Date*





Transaction Type	Debit		Credit		Debit Rev		Credit Rev	
	Count (0)	Amount	Count (1)	Amount	Count (2)	Amount	Count (3)	Amount
Original Estimate of Revenue (0)		0.00		0.00		0.00		0.00
Revisions to Revenue Est (1)		0.00		0.00		0.00		0.00
Period Revenue (2)		0.00		0.00		0.00		0.00
Original Appropriation (3)		0.00		0.00		0.00		0.00
Revision Orig Appropriation (4)		0.00		0.00		0.00		0.00
Appropriation Transfer (5)		0.00		0.00		0.00		0.00
Period Expense (6)	74	971,056.65		0.00	1	7.51		0.00
Period Asset Posting (7)		0.00		0.00		0.00		0.00
Period Liability Posting (8)		0.00		0.00		0.00		0.00
Encumbrance (9)	15	21,204.55	15	2,088.07	2	2,884.51		0.00
Carryover Transfers (10)		0.00		0.00		0.00		0.00
<b>Proof Totals</b>	<b>89</b>	<b>992,261.20</b>	<b>15</b>	<b>2,088.07</b>	<b>3</b>	<b>2,892.02</b>		<b>0.00</b>

\*\*\* Note: Transaction types 0, 1, 3, 4, 5 are notational items only and are not included in the proof total \*\*\*











Transaction Type	Debit		Credit		Debit Rev		Credit Rev	
	Count (0)	Amount	Count (1)	Amount	Count (2)	Amount	Count (3)	Amount
Original Estimate of Revenue (0)		0.00		0.00		0.00		0.00
Revisions to Revenue Est (1)		0.00		0.00		0.00		0.00
Period Revenue (2)	1	49,841.57	84	269,834.23		0.00	4	51,939.96
Original Appropriation (3)		0.00		0.00		0.00		0.00
Revision Orig Appropriation (4)		0.00		0.00		0.00		0.00
Appropriation Transfer (5)		0.00		0.00		0.00		0.00
Period Expense (6)	89	1,243,394.97		0.00		0.00		0.00
Period Asset Posting (7)		0.00		0.00		0.00		0.00
Period Liability Posting (8)		0.00		0.00		0.00		0.00
Encumbrance (9)	161	1,969,111.83	29	287,260.38	15	717,459.74		0.00
Carryover Transfers (10)		0.00		0.00		0.00		0.00
<b>Proof Totals</b>	<b>251</b>	<b>3,262,348.37</b>	<b>113</b>	<b>557,094.61</b>	<b>15</b>	<b>717,459.74</b>	<b>4</b>	<b>51,939.96</b>

\*\*\* Note: Transaction types 0, 1, 3, 4, 5 are notational items only and are not included in the proof total \*\*\*

**Proof Total Equals 2,039,733.98\*\*\*\*\* Out Of Balance \*\*\*\*\***



# Brownsburg Fire Territory

## Senior Staff Monthly Report

### NOVEMBER 2024 Activity

#### BFT Run Activity

Fire/Technical: 146

EMS: 258

Total: 404

#### Division Chief of EMS, Zach Bowers

- Meetings: Met with Medical Directors protocol updates; Indiana EMS Commission; Hendricks County EMS Chiefs;
- EMS Training: Attended HRH ALS Audit and Review; Shift training was BLS Audit and Review and Toxicology Emergencies; State of Indiana EMS monthly webinar; Attended and presented at the Indiana Crossroads EMS Conference French Lick; Attended RSA refresher course;
- Other: Ambulance remount inspection at FSI; Homebound Vaccines with Health Department;

#### Health and Safety Officer, Justin Butts

- Completed Strength Assessments and began to release 2024 Fitness Summaries with stipend calculation
- Held meetings with Katie DelGado with HRH for sports nutrition services to personnel.
- Held daily PT training sessions with recruits
- Assisted with live fire training for the recruit class
- Organized purchase of fitness equipment for station 131 from Bells of Steel, and installed after delivery
- Met with West Indy Barbell to discuss the possibility of holding a drop in lifting clinic for personnel
- Met with Val and Katie from HRH to discuss future plans for sports nutrition program
- Held communication with Performance Redefined regarding PFT Recertification
- Worked on transition outline for the Health and Safety Program

#### Division Chief of Training & Safety, Jerry Harder

- **Meetings**  
Staff meetings, EMS Commission, HSOC meetings, INTF monthly meetings
- **Fire Training**  
Crews continue to use the training grounds for company level trainings.  
Ice training has been performed by the shifts  
Crews have been helping the recruits academy and assisting with training burns
- **Recruit Academy**  
Recruit class has been going on since the end of October. They will finish up December 13, 2024  
Over 200 hours of training hours  
20 training fires  
Special thanks to all the companies for their help  
4 new probationary firefighters – Firefighters Nivens and Mitchell to A-shift  
Firefighters Wayman and Reynolds to C-shift
- **Special Operations**  
Tac 134 Hazmat has been placed inservice at Station 133  
Training has been mostly complete. More training next month  
Tac 130 Tow vehicle will be complete the last week of December
- **Training Grounds**  
Recruits have been using the training grounds, the burn facility, and the 4 story building.  
Final plans for Investigations Prop complete – Hopefully start this in January 2025  
Small changes to the long stretch prop, wall built with a door on second floor



# Brownsburg Fire Territory

## Senior Staff Monthly Report

### NOVEMBER 2024 Activity

#### Fire Prevention Division, Fire Marshal Paul Hudson

##### Fire Prevention Staffing

DFM Schlageter military leave

FM Hudson and FF/ENG Nelson attended Indiana Fire Investigation Conference

DFM Powell turned in her notice. She will be pursuing an opportunity with a not-for-profit organization in Indianapolis.

##### Major Construction and Remodel Projects

- Park 74 Commerce Center – building 1 – certificate of occupancy
- Park 74 Commerce Center – building 2 – 9822 E CR 400 N – certificate of occupancy
- Pinheads (Brownsburg Bowl) renovation – 18 Whittington Dr.
- Main Street Storage – 418 E Main St.
- HMD Motorsports - Paint Booth - 843 E Main St.
- Brownsburg High School - 1000 S Odell St.
- Meijer – in development planning stage
- Wawa Convenience Store – 60 E Garner Rd.
- JCM Racing Facility – in development stage
- Quik Trip fuel station – in development stage
- Bethesda Christian School expansion – 7858 N 650 E
- Kid City Daycare – 1570 E US 136
- Tea Moon Coffee and Donuts – 1430 N Green St. - certificate of occupancy
- Christian Brothers Automotive – 2531 S Green St.
- Lucas Oil Indianapolis Raceway Park – 10267 E US 136 - Temporary Timing Tower – certificate of occupancy
- Walgreens – 20 W Main St. - remodel
- PCI Mail Facility – 1731 E US 136 – certificate of occupancy
- Lucas Oil Indianapolis Raceway Park – concourse suites renovation – 10267 E US 136
- Lucas Oil Indianapolis Raceway Park – new race control tower – 10267 E US 136
- Wawa Convenience Store – Ronald Reagan and 300 N – in development stage
- Williams Park Splash Pad Renovation – 940 Locust Ln.
- Hendricks Regional Health – Medical Office Building – 5492 N Ronald Reagan Pkwy

##### Community Risk Reduction Engagement

- Code compliance consulting with architects/engineers
- Existing business and school inspections
- Event Inspection – US Nationals
- Fire Investigations
- Town of Brownsburg events meetings
- Town of Brownsburg TECH committee

##### Community Events

- US Nationals at Lucas Oil Indianapolis Raceway Park





Status **Active** PolicyStat ID **17103090**



Origination 09/2024  
Last Approved 11/2024  
Last Revised 11/2024  
Next Review 02/2025

Owner Larry Alcorn: Fire Chief  
Policy Area General Orders

## General Order 2024 - 702 - Drug and Alcohol Use and Testing

It is Brownsburg Fire Territory's desire to provide a drug-free, healthy, and safe workplace in order to provide a physically capable and mentally alert emergency medical service and fire suppression service. To promote this goal, Employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Using or being under the influence of alcohol, drugs, or controlled substances on the job may pose serious health and safety risks.

The Territory strictly forbids the use, purchase, possession, consumption, manufacture, distribution (whether for sale or not) of alcohol, drugs or controlled substances by any Employee during working hours or at any time on Territory property or anytime the Employee is on Territory time while off premises. Reporting to work (including returning to work) or being at work under the influence of alcohol, drugs, or controlled substances is prohibited.

To ensure a healthy and safe working environment, Applicants and Employees may be asked to provide body substance samples (such as urine, a breath test, hair follicle, or other legally permitted sampling methods) to determine the illicit or illegal use of alcohol, drugs, or controlled substances. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment. It is the Policy of the Territory to cooperate with law enforcement officials whenever suspected illegal drugs are found on Territory property or personnel, or the use, sale, procurement, or distribution of illegal drugs, or the consumption of alcohol is suspected as described throughout this policy.

Violations of this Policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

### DEFINITIONS

1. Drug: Any substance capable of altering the mood, perception, pain level, or judgment of the

- individual consuming it.
2. Prescribed Drug: Any substance prescribed by a licensed physician or nurse practitioner.
  3. Illegal Drug: Any drug or controlled substance, the sale, possession, or consumption of which is illegal.
  4. Alcohol or Alcoholic Beverages: Any beverage that may be legally sold and consumed and has an Alcohol content in excess of .5% by volume.
  5. Controlled Substance: Generally a drug or chemical whose manufacture possession or use is regulated by a government, such as illicitly used drugs or prescription medications that are designated by law.
  6. Reasonable Suspicion: A belief based on intelligible observations sufficient to lead a reasonable and prudent supervisor to suspect that the employee is under the influence of drugs or alcohol.
  7. Supervisor: A person in first-line management who monitors and regulates employees and their performance of assigned or delegated tasks.
  8. Employee: Any person employed in any capacity, full, part-time or volunteer, as well as any temporary persons, independent contractors or others working on or about our premises or in our business operations anywhere or any time.
  9. Applicant: Any person who has made application, either oral or written, to become an Employee of the Territory.
  10. Drug and Alcohol Test: A chemical or medical test that detects the presence of alcohol, drugs, or controlled substances.
  11. Sample: A sample of a human body part or product used in chemical or medical test to detect the presence of alcohol, drugs or controlled substances.
  12. Drug Metabolites: A biologically produced breakdown product of a Drug.
  13. MRO (Medical Review Officer): A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drugs testing program and evaluating medical explanations for certain drug test results.
  14. Medical Facility: Any location where healthcare is provided. Range from clinics/labs and doctor's offices to urgent care centers and hospitals.

## **PRESCRIBED MEDICATIONS**

The legal use of medicines prescribed by a licensed medical practitioner in the amounts prescribed is permitted on the job only if it does not impair an Employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. However, every Employee has an obligation to inform the Department's Health and Safety Officer concerning the use of any prescribed medication that causes or could reasonably cause the impairment of any mental or physical aspect of the Employee's job performance through symptoms including, but not limited to, drowsiness, impaired reflexes or impaired vision. Where a prescribed medication causes or may cause impairment as set forth above, failure to report the use of the medication to the Department's Health and Safety Officer constitutes a violation of this Policy and may result in disciplinary action by the Territory. If an Employee uses a prescribed medicine in an amount greater than the amount

prescribed and impairment in job performance results, such use constitutes a violation of this Policy and may result in disciplinary action.

## **OVER THE COUNTER MEDICATIONS**

The possession or use of medications commonly available over the counter at Drug stores or other retail locations is not a violation of this Policy so long as such use does not impair any mental or physical aspect of the Employee's job performance. An Employee has a continuing obligation to inform their supervisor concerning the use of any over the counter medication that causes or could reasonably cause the impairment of any mental or physical aspect of the Employee's job, including, but not limited to causing the following symptoms: drowsiness, impaired reflexes or diminished vision.

Should an over the counter medication, reported or unreported, cause impairment as set forth above, or is used in an amount greater than that recommended on the package, the supervisor must act as defined in the Reasonable Suspicion area of this policy.

## **TESTING INFORMATION**

While the Territory will attempt to prevent the unwarranted disclosure of information concerning Employee testing, the Territory cannot guarantee the nondisclosure of such information. Disclosures may occur without Employee consent in a number of situations, including, but not necessarily limited to:

- a. The information is compelled by law or by judicial or administrative process;
- b. The information is at issue in a formal dispute between the Territory or any Employee of the Territory and the Employee;
- c. The information is to be used in administering an Employee benefit plan; or
- d. The information is needed by medical personnel for the diagnosis or treatment of a patient who is unable to authorize disclosure.

## **PREEMPLOYMENT AND EMPLOYMENT TESTING**

All offers of employment will be subject to the successful completion of a required medical examination which includes a Drug and Alcohol Test. An applicant for employment will not be employed by the Territory until he or she completes the necessary drug testing information and consent forms and passes the pre-employment Drug and Alcohol test. Applicants who refuse to complete the necessary documentation and test, or who test positive in violation of any portion of this Policy or for Illegal Drugs or controlled substances will not be hired. An Applicant who is denied employment under this section may submit a new application for employment in six (6) months, subject to additional testing

## **RANDOM TESTING**

If random testing is required, the following will be the procedure. One member will be chosen at random per month by the testing facility or randomizing software. The member will be transported to HRH

occupational health during business hours for urinalysis. Randomized testing without probable cause for suspicion will exclude Tetrahydrocannabinols from consideration of the results.

## **POST ACCIDENT TESTING**

An Employee shall be required to comply with the investigating law enforcement entity/official of any motor vehicle accident which occurs on public routes of travel. This may include, but is not limited to: requests for field sobriety analysis, submission to chemical testing by an appropriate administrating officer, or the ordered collection of biological samples with an appropriate healthcare facility. Refusal to submit to testing when directed to do shall result in disciplinary action up to and including termination. In the event of a workplace accident involving personal injury or significant property damage, the need for chemical screening is to be done at the discretion of the investigating chief officer. Refusal to submit to chemical analysis shall result in discipline up to and including termination.

The operator of a vehicle involved in an accident while transporting a member of the public, and who does not require off-site medical treatment shall immediately submit to alcohol and drug testing. For these cases, immediate results are preferred. This person shall be transported to the Territory's contracted provider Concentra Health at 5940 Decatur Blvd, Indianapolis, IN 46241. A breath alcohol test and urinalysis will be ordered through by the transporting chief officer.

## **REASONABLE SUSPICION TESTING**

An Employee shall be required to submit to a medical examination and/or an alcohol, drug, or controlled substance test at any time if the Territory has Reasonable Suspicion that the Employee is under the influence or has illegally used alcohol, drugs, or controlled substances. If an employee deems a person impaired and questions their behavior with reasonable suspicion based on the following statement.

Reasonable Suspicion testing must be based on observable behaviors that may include: frequent absenteeism or tardiness, decline in productivity, unusual or inappropriate work-related behavior, or unusual changes in behavior or performance. Other observable behaviors may include, but are not limited to, the lack of health or safety concerns, and preoccupation with personal or other outside activities, the smell of Alcohol, an unsteady gait, swaying, staggering, slurred speech, drowsiness, belligerence, profuse perspiring, unusually red eyes, the inability to answer simple questions or rambling speech.

Once reasonable suspicion is identified, the concerned employee shall report this suspicion to their most appropriate supervisor promoted/merit officer. This suspicion shall then be confirmed by a chief officer. Upon agreement that the individual of question is impaired, a medical assessment including oxygenation, blood glucose, and baseline vital signs will be performed by an on duty Paramedic. Barring an identified medical cause of impairment, an on-demand test will be authorized by administrative personnel, and the employee will be transported to the testing facility by the authorizing chief. If requested, a designated union representative may accompany the employee to the testing location. Pending results, the employee will be placed on administrative leave. It shall be considered a violation of territory policy for an employee suspected of intoxication to leave the property while operating a personal vehicle. Any employee found doing so will be subject to discipline up to and including

termination.

## FEDERAL DISCLAIMER

Brownsburg Fire Territory Employees who may be subject to federal regulations shall follow any guidelines/restrictions that may exceed those of the Brownsburg Fire Territory. Brownsburg Fire Territory policy does not protect any employee from consequences or penalties related to violation of Federal licensure or employment.

## TESTING PROCEDURE

The substance abuse tests required by this Policy and chain of possession procedures will be administered in accordance with the procedures set forth herein and as directed by substance abuse and mental health services, or occupational health service professionals, using widely recognized standards.

The Territory will pay all costs associated with the initial testing. If you are asked to undergo a drug or alcohol test, you will be informed of the type of sample that you must provide and the method of sample collection (such as urine, a breath test, and other legally permitted sampling methods). You will also be asked to provide identification to the person who collects the sample. Plausible suspicion tests will be performed by Territory's contracted provider Concentra Health at 5940 Decatur Blvd, Indianapolis, IN 46241. Plausible suspicion with evidence of intoxication will have a breath alcohol test and oral swap administered. The presence of alcohol, THC, illicit or un-prescribed controlled medications in a saliva test will indicate that a person is at work while intoxicated, and subsequent disciplinary action may follow. Plausible suspicion without evidence of intoxication will require a breath alcohol test and urine drug screen (THC is omitted in this case).

1. If the initial screening is positive, a confirmation test will be done using the screening provider's approved testing method before the result is used as a basis for any action by the Territory. If the confirmation test is positive, the specimen shall be retained by the Territory's contracted provider per their company policy in accordance with all governing laws. If the Employee desires, the sample may be retested at the Employee's expense.
2. If the initial drug screen is negative, the result will be noted on a Territory approved form signed and dated by the employee and collector or it may be noted via the medical facility's approved electronic reporting service. The printed signed or electronic form will then be placed in the member's medical file as part of the permanent medical records.
3. During any alcohol screening, if the initial screening is positive, a confirmation test will be done via a Certified Breathalyzer, or blood test at a Territory approved local medical facility. Follow-up tests at appropriate intervals may be required of an Employee with confirmed positive tests. A positive Alcohol test is defined in CFR 49-40.3 as any test with a result of 0.02 or greater.
4. If the initial alcohol screening test is negative, this will be noted on a Territory approved form signed and dated by the employee and collector or it may be noted via the medical facility's approved electronic reporting service. The printed signed or electronic form will then be placed in the member's medical file as part of the permanent medical records.

5. The Brownsburg Fire Territory acknowledges that the state of Indiana is bordered entirely by legal use of Marijuana states, the Brownsburg Fire territory shall consider only the presence of Tetrahydrocannabinol (THC) in a saliva test as a positive test for being under the influence of a substance. THC remains in the Saliva for approximately 24 hours following usage, and may be an indicator of intoxication when accompanied by a change in behavior/mental status.
6. Testing and monitoring for a positive test will be done by a certified Medical Review Officer (MRO) or facility physician and test results will be released only to those immediately responsible for implementing this Policy. In all cases the final determination of any sample and/or test result will rest with the Territory's Physician.
7. Positive test results for Alcohol, Drugs, or controlled substances will be given immediately to the Fire Chief or designee. Such results will also be made available to the member tested. After a confirmed positive result from the Territory's medical facility, Employees will be given an opportunity to explain a positive test result for alcohol, drugs, and/or controlled substance to the MRO.

## **EMPLOYEE ASSISTANCE PROGRAM**

The Employee Assistance Program (EAP) provides confidential counseling and referral services to Employees for assistance with such problems as alcohol, drug and controlled substance abuse or addiction. It is the Employee's responsibility to seek assistance from the EAP prior to reaching a point where his or her judgment, performance, or behavior has led to disciplinary action. Participation in EAP after the disciplinary process has begun may not preclude disciplinary action, up to and including termination of employment.

Voluntary entry into an EAP is regarded as self-help and is the responsibility of the Employee. The Territory will allow confidential provisions or duty exceptions if an Employee is voluntarily complying with an accredited EAP, provided the Territory is aware of the Employee's need. The compliance provisions are decided on a case-by-case basis. It is the sole discretion of the Employee to inform the Territory. Mandated departmental referral may result from any positive test for Drugs or Alcohol, from Reasonable Suspicion testing, or from fitness for duty testing. Mandated Territorial referral into an EAP is not a disciplinary process but a method for the Territory to get the member professional help and at the same time ensuring the public safety and a safe workplace.

Employees participating in any program of rehabilitation or EAP that the Territory has elected to offer may be required to submit to testing as a condition of continued participation in the program and/or as a condition of continued employment at the conclusion of any program.

## **DISCIPLINARY PROCESS**

Employees with a confirmed (positive) alcohol, drug, or controlled substance test will be subject to disciplinary action, including but not limited to suspension without pay and/or termination. In addition, with the approval and at the discretion of the Chief, the Employee may receive a 24-hour suspension without pay at which time the Employee is placed on sick leave and evaluated by a substance abuse counselor. The Employee will be required to submit to another alcohol, drug, or controlled substance screening test upon his/her returning to duty. The Employee may also be referred for a fitness-for-duty

examination and/or required to enter an EAP program prior to their return to work. Should the Employee be required to enter into a course of treatment, the Employee must successfully complete the course prescribed by the substance abuse health professional. If the Employee fails to cooperate or withdraws from the assigned treatment program, additional disciplinary action, up to and including termination, may be taken against the Employee. After completion of the prescribed rehabilitation program, the Employee is required to enter a Territory/EAP chemical dependency monitoring program agreement. Any agreement non-compliance, of and by the Employee, shall subject the Employee to disciplinary action, up to and including termination. A confirmed positive test will also subject the Employee to additional Alcohol, Drug, and controlled substance tests over a two-year period from the time of the positive test.

Any second positive alcohol, drug or controlled substance test result during the period of employment will result in disciplinary action being taken against the Employee, up to and including termination.

Employees are also subject to discipline up to and including termination for any of the following:

- Violation of the criminal Drug statutes in any jurisdiction;
- Conviction of the criminal Drug statutes in any jurisdiction;
- Providing or attempting to provide a false test sample.
- Violation of or failure to follow requirements of this Policy; recommended or required treatments; or failing to successfully complete EAP as directed.

Employees arrested for violation of Drug statutes or Alcohol-related violations in any jurisdiction, must report it within five (5) calendar days to the Chief.

Employees are required to sign the release of information form and test authorization form provided by the testing facility authorizing release of the test results to the Territory. In addition Employees may be required to execute other forms determined necessary by the Territory in the administration of this Policy, including a test notice, authorization and release. Failure to sign the required forms is a violation of Territory Policy for failing to obey orders and subject to discipline. The Employee may also be referred to a fitness-for-duty examination and/or placed in an administrative position for evaluation.

Employees with alcohol, drug or controlled substance problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through the Territory's health insurance benefit coverage. The aforementioned is only if granting the leave will not cause the Territory any undue hardship.

Searches of Territory or Employee property, including personal property located within the Territory may be conducted at any time when authorized by the Fire Chief or designee if the Territory suspects any violations of this Policy. Such searches may include Territory premises, vehicles and equipment, work areas, lockers, desks and any Employee vehicle within the Territory.

Failure on an Employee's part to cooperate and consent promptly to such a search, or an attempt by an Employee to destroy or dispose of any suspected Alcohol, Drugs, and/or controlled substances or any other evidence shall be grounds for disciplinary action, up to and including termination.

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## Attachments

[Chemical Dependency Monitoring Agreement](#)

## Approval Signatures

Step Description	Approver	Date
	Larry Alcorn: Fire Chief	11/2024