

RESOLUTION NO. 1 – 2025

A RESOLUTION OF THE VALPARAISO BOARD OF PUBLIC WORKS AND SAFETY AUTHORIZING THE SCHEDULING OF A MEETING AND ESTABLISHING A MERIT BOARD ELECTION PROCESS PER IC 36-8-3.5-8

WHEREAS, by majority vote of the active Valparaiso Fire Territory (“VFT”) members, a Merit Board will be established consistent with IC 36-8-3.5 et seq on March 1, 2025.

WHEREAS, IC 36-8-3.5-8 directs the Valparaiso Board of Public Works & Safety to set the date for the election of two (2) Merit Board members and to establish procedures for the election.

WHEREFORE, be it resolved by the Board of Public Works & Safety as follows:

1. Nominations for consideration to serve on the Merit Board shall be mailed or hand delivered to VFT Chief Dutz on or before **February 7, 2025 at 4:00 p.m.** Mailed nominations shall be sent to **Merit Board Nomination Attn: VFT Chief Dutz 2605 Cumberland Dr. Valparaiso, IN 46383.**
2. Attached as **Exhibit A** to this Resolution is the approved Nomination Form and FAQ.
3. A list of timely filed Nominations will be circulated to all active VFT members after the deadline.
4. A copy of this Resolution shall be posted by VFT Chief Dutz in a prominent place in each fire station at least **3 weeks** prior to the date and time of the election.
5. The date, time and location of the election will be **February 21, 2025 from 9:00 to 4:00 at Valparaiso Fire Training Center at 355 Evans Avenue.** Unless written objection is delivered prior to **February 7, 2025 at 4:00**, VFT Chief Dutz shall be the chair of the election.
6. Notice of the date, time and location of the election shall be announced during shift roll call.
7. VFT Chief Dutz, working with the VFT attorney, shall prepare ballots and institute the process for casting and counting ballots. Upon prior written request, reasonable accommodations will be made for any active VFT member who is unable to vote during the established date and time. A copy of the written request and a summary of the accommodations will be included with the counted ballots.
8. Ballots will be counted by VFT Chief Dutz. The President of Valparaiso Firefighters Local 1124 will observe the counting of ballots. Both VFT Chief Dutz and the President of

Valparaiso Firefighters Local 1124 may each include one additional active VFT member to also observe the counting of ballots.

9. Results will be posted in a prominent place in each fire station. Upon request, any active VFT member may request to examine the ballots and vote tally.

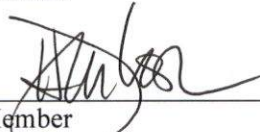
10. If only two nominations are received, VFT Chief Dutz may (**on February 21, 2025 at 9:00 am**) suspend the election and declare the two nominated individuals as the appointments.

11. Any questions should be raised with VFT Chief Dutz.

Adopted this 24th day of January 2025.

**VALPARAISO BOARD OF PUBLIC
WORKS AND SAFETY**


Member


Member


Member

Attest


Clerk-Treasurer



Valparaiso Fire Territory

Merit Board Nomination

Name

Date of Birth

Phone Number

Email

Address

City

State

Zipcode

Please provide the following:

1. Why do you want to serve on the Valparaiso Fire Territory Merit Board?

2. List any professional or educational background experience that you believe is relevant.

Please check, if accurate:

- ☐ I am a current resident of Center Township and/or the City of Valparaiso and have been for three (3) or more consecutive years.
- ☐ I am a person of good moral character.
- ☐ I am at least twenty-one (21) years of age.
- ☐ I am not an active member of a police or fire department or agency.
- ☐ I do not receive any salary from the Valparaiso Fire Territory.
- ☐ I have read the Valparaiso Fire Territory Merit Board FAQs.

I certify that the above answers are true and correct.

Signature

Valparaiso Fire Territory Merit Board Frequently Asked Questions

1. **What is the Valparaiso Fire Territory ("VFT")?** Created in 2013, the VFT is the result of an *Interlocal Agreement* between the City of Valparaiso and Center Township. The VFT provides fire and medical response services to the residents of Valparaiso and Center Township.

2. **What is the Valparaiso Fire Territory Merit Board?** It is a five-person board created by Indiana law to oversee the hiring, promotion/demotion, discipline and termination of Valparaiso Fire Territory ("VFT") members.

3. **Why is the VFT establishing a Merit Board?** Under Indiana law, all fire territories that do not currently have a Merit Board were given an option to either have a Merit Board or opt-out. A majority of active VFT members voted to create a Merit Board.

4. **Who serves on VFT Merit Board?** The VFT Merit Board will consist of 5 members. Three will be the members of the Valparaiso Board of Public Works & Safety. The remaining two members will be approved by the active members of the VFT.

5. **What are the qualifications to serve on the VFT Merit Board?** A VFT Board member must:

- a) Be at least 21 years of age.
- b) Be current resident of the area covered by the VFT (which is all of Center Township and the area within the corporate boundaries of the City of Valparaiso) and have lived within the area covered by the VFT for at least 3 years.
- c) Be a person of good moral character.
- d) Not be an active member of any police or fire department.
- e) Not receive any compensation from the VFT.

6. **What is the term of service on the Merit Board?** The term is **four (4) years**. However, for the initial appointments, one person shall be appointed for a term of **two (2) years**. This will ensure staggered terms.

7. **Is there any compensation for services on the VFT Merit Board?** Per Indiana law, compensation may be paid to the VFT Merit Board members for each day of actual service. Currently, no compensation has been established. VFT Merit Board members will be reimbursed for expenses related to their service.

8. **How do I apply?** Submit a VFT Merit Board Nomination to the Valparaiso Fire Chief prior to the deadline. A form can be found on the City Website <https://www.ci.valparaiso.in.us/1723/Fire-Department> or by requesting a copy from Sam Camp (scamp@valpo.us).

9. **Is there a deadline to apply?** Yes. All nominations must be received by **February 7, 2025**.

10. **How are the Merit Board members selected?** All active members of the VFT will have an opportunity to vote as provided under IC 36-8-3.5-8.

11. **When and where will the Merit Board meet?** Although no final decision has been made, it is likely that the Merit Board will meet on an as-needed basis immediately following the Valparaiso Board of Public Works & Safety meetings, which are scheduled on the second and fourth Fridays of each month at 11:00 at Valparaiso City Hall.

12. **Who should I contact if I have any questions?** Any questions should be emailed to Sam Camp (scamp@valpo.us).