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TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting & HR

DATE: November 13, 2024

AGENDA ITEM TOPIC: Fire Lieutenant phone stipend

Number of Supporting Documents: **00**

Requested Action

Motion to approve a supervisory cell phone stipend in the amount of \$35.00 per month for Lieutenants Stewart, Begnoche, Mackenzie, Hill, Kaminski and Acuff, and to approve the budget amendment increase of \$1,800 to 206-000.000-853.000 Phone/Comm/Internet.

Background

On Thursday, November 7, 2024, the Board of Trustees approved promotions to Fire Lieutenant for Jess Stewart, Timothy Begnoche, Timothy Mackenzie, Derrick Hill, Jared Kaminski and Joseph Acuff. The Accounting department has received Employee Status forms from Deputy Director Newton for all six individuals with a cell phone stipend indicated in the amount of \$35.00.

Per the Administrative Policies and Procedures Manual section 4.14(d) cell phone stipends will be established by a majority vote of the Township Board. I'm requesting to increase Lieutenants Stewart, Mackenzie and Begnoche from the staff stipend level (\$20.00/month) to the supervisory stipend level (\$35.00/month), and to establish the supervisory stipend level for Lieutenants Hill, Kaminski and Acuff.

The requested increases will result in an \$1,800 increase to the FY 24/25 budget.