



# Monroe Fire Protection District



## MINUTES OF MEETING OF THE BOARD OF TRUSTEES

Chair Sorensen called the meeting of the Board of Trustees of the Monroe Fire Protection District to order at 6:00p.m. EST Wednesday, July 12, 2023. The meeting was held in person at Station 21, located at 9094 S. Strain Ridge Road, Bloomington Indiana and via Zoom for public to view. Public notice of the meeting had been duly made to local media by email transmission and hard copy notices had been placed in all the usual places.

Mrs. Bovenschen called the roll of the board of trustees to determine members present, absent, and to identify others present via Zoom.

Present in person were as follows:

- Vicky Sorensen, Chair
- Mark Kruzan, Vice-Chair
- Christina Courtright, Trustee
- Kevin R. Robling, Trustee
- C. Ed Brown, Fiscal Officer (joined at 6:23 via Zoom)

Those absent were as follows:

- Michael Baker, Trustee
- Dan Vest, Trustee

Others present were as follows:

- Dustin Dillard, Chief
- George Cornwell, Deputy Chief, Operations
- Matt Bright, Deputy Chief, EMS
- Steve Coover, Deputy Chief, Community Risk Reduction
- Jeffrey Combs, Assistant Chief of Administration
- Tim Deckard, Assistant Chief of Training
- Christine Bartlett, Attorney, Ferguson Law
- Tammy Bovenschen, Administrative Assistant
- Lorie Robinson, Financial Assistant
- Darrell Cooper, IT Specialist
- Mark Mahurin, Captain, MFD

## CHANGES OR AMENDMENTS TO THE AGENDA

Chair Sorensen asked if there were any changes or amendments to the agenda. Mrs. Bovenschen stated that there were no changes or amendments to the agenda.

---

**HEADQUARTERS**  
**3953 S KENNEDY DRIVE**  
**BLOOMINGTON IN**  
**812-331-1906**  
**812-336-1166 (FAX)**

## **PUBLIC COMMENT**

Chair Sorensen explained this was the time when any member of the public could speak to the board concerning any matter not listed on the agenda. There was no public comment.

## **MINUTES OF PREVIOUS MEETING**

Minutes from the June 14, 2023 regular meeting, were presented to the board for approval. There was discussion if Trustee Robling could vote on the minutes since he was not in attendance for the June 14 meeting.

Vice Chair Kruzan made a motion to approve the minutes of June 14, 2023.

Trustee Courtright 2<sup>nd</sup>

Motion passed 3-0 with Trustee Robling abstaining due to being absent from the June 14, 2023 meeting.

## **UNFINISHED BUSINESS**

### **a. Easement Agreements – Station 24**

Mrs. Bovenschen explained that this was the easement agreement for Station 24. At the June meeting Legal Counsel David Ferguson presented the board with the ingress and egress easement as well as the Septic easement and shared maintenance agreements for Station 24. Legal counsel Bartlett explained that this was the final step in finalizing all of the transfer of Benton Township Station 24 to the Monroe Fire Protection District.

Trustee Robling made a motion to approve the Ingress and Egress Easement and the Septic Easement and shared maintenance agreements for Station 24.

Vice Chair Kruzan 2<sup>nd</sup>

Motion passed 4-0

### **b. Station 26 – Site Plan**

Chief Dillard explained that he recently had submitted the PS-LIT request for funding to help with the Station 26 (Washington Township) fire station. Chief Dillard explained that we were turned down and we did not receive any PS-LIT funding.

Chief Dillard stated that he has spoken with Tammy Beherman from the Monroe County Planning Department. There are several permits that are still current and already filed. The septic permit was put on hold due to new county criteria put into effect at the beginning of 2023. Chief Dillard stated our first steps will be getting the updated criteria for the septic and getting that permit in place. Chief Dillard stated that we should get the site work started this fall and start bidding for the building in early spring 2024. Chief Dillard stated that once the septic permit is received we can move to the grading permit and then site plans approved, we can get bidding done. County Planning would like to see sketches of what work we plan to do this fall and what will then be completed in the spring of 2024.

Trustee Courtright asked if we have anyone to do the sketches the County has requested. Chief Dillard stated that he would reach out to Tabor and Bruce, who did the original drawings.

Chair Sorensen stated that she was at the meeting where Chief Dillard presented the PS-LIT request, which was only \$270,000. Vice-Chair Kruzan asked how many are on the PS-LIT Board. Chief Dillard replied there are six. Vice-Chair Kruzan asked if they stated a reason to decline our request. In general, it was not a one-time emergency and that it did not benefit the City. Chief Dillard was asked why we didn't get a loan for the money to help build the station. Trustee Robling asked if the board will turn over next year when the City gets a new Mayor?

**c. District Credit Cards**

Chief Dillard explained that he has not had enough time to research and would like to table the discussion until sometime in the future.

Trustee Robling made a motion to table the discussion of District Credit Cards

Vice-Chair Kruzan 2<sup>nd</sup>

Motion passed 4-0

**NEW BUSINESS**

**Department Updates**

**a. Legal Updates**

Legal Counsel, Christine Bartlett stated that this month she is working with Chief Dillard and Deputy Chief Bright on some procedures.

**b. Statistics**

	<u>May 2023</u>	<u>June 2023</u>
<b>TOTAL Emergency Calls</b>	<b>333</b>	<b>434</b>
Fire Calls	<b>20</b>	<b>31</b>
<i>Structure</i>	<i>02</i>	<i>7</i>
<i>Vehicle</i>	<i>2</i>	<i>5</i>
<i>Wildland</i>	<i>09</i>	<i>10</i>
<i>Other</i>	<i>7</i>	<i>9</i>
Over Pressure Rupture, Explosion, Overheat	0	0
EMS Calls	<b>208</b>	<b>226</b>
<i>Medical</i>	<i>135</i>	<i>127</i>
<i>EMS Crew Assist</i>	<i>59</i>	<i>65</i>
<i>Motor Vehicle Accidents</i>	<i>14</i>	<i>34</i>
Hazardous Conditions	13	48
Service Calls	25	44
Good Intent Calls	41	51
False Alarms	21	22
Severe Weather	0	10
Special Incidents	4	2

<b>Incidents by Township</b>	<b>289</b>	<b>379</b>
Benton	23	30
Bloomington	24	18
Clear Creek	44	50
Indian Creek	11	18
Perry	92	116
Van Buren	87	133
Washington	08	14

<b>Incidents – Contracted Townships</b>	<b>21</b>	<b>24</b>
Polk	2	4
Salt Creek	19	20

<b>Incidents by Aid Given</b>	<b>23</b>	<b>31</b>
Bean Blossom	0	0
Bloomington City	4	12
Ellettsville	4	9
Richland Township (EFD)	12	9
Greene County	2	1
Lawrence County	0	0
Brown County	1	0
Owen County	0	0
Morgan County	0	0

<b>AID Received - June</b>	<b>12</b>
<b>AID Received - Year to Date</b>	<b>61</b>

Average Response (dispatch to arrival on scene)	7 min 46 sec	8 min 08 sec
Average Turnout (dispatch to enroute)	1 min 07 sec	1 min 15 sec
Average Time on Scene	28 min 47 sec	32 min 01 sec

**SOR (Statements of Refusal) signed: 14**

Deputy Chief Bright informed to the Board that he hadn't recently reported how many times Ellettsville had responded to our area since we moved to AVL dispatching. In June, Ellettsville responded 57 times to our jurisdiction. Some of these calls can be related to construction in Station 25's area.

**c. Emergency Medical Services – Special Operations**

Deputy Chief Bright updated the board on EMS/Special Operations

Current Situation:

- Concluding work on new glucometers for district apparatus

Accomplishments:

- Ambulances have been ordered

Planned Activities:

- Developing an outline for ambulance training
- Look at alternatives for medical direction

Trustee Courtright asked why we are using St. Vincent's? Deputy Chief Bright explained that facilities outside of IU Lifeline don't have protocols like IU Lifeline does. Deputy Chief Bright explained that with St. Vincent's we get a medical director who is more involved. He explained that they have an amazing amount of training for our members through their portal.

Fiscal Officer Brown joined via Zoom 6:23pm

**d. Operations**

Deputy Chief Cornwell updated the board on Operations

Current Situation:

- Tender 22 pump replacement quotes have not been received

Accomplishments:

- Howell Rescue was down and completed service on our Genesis Rescue Tools
- Station 25's fan has been repaired and is back in service
- Two deck guns have arrived for Engine 22 and Engine 29 and have been mounted and placed in service
- Accountability tags have been updated
- New G1 SCBA masks for new recruits have been received
- Fleet Work Orders - 40 Completed
- Chief 2-6 vehicle involved in an accident and in out of service until determination from Insurance company

Planned Activities:

- Hydrostat testing of 2018 SCBA bottles -- required every five years

Deputy Chief Cornwell thanked Deputy Chief Coover for the recent training opportunities many members of the department were able to participate in. Recently several members took part in the United Front Drill at the end of the training the department was presented a plaque for participating in the drill. Deputy Chief Cornwell explained the training drills to the board.

Trustee Robling asked if there is an update on the 5" hose and 3" hose that had been ordered last year. Deputy Chief Cornwell explained that the sales rep states that this is due to the manufacturer and that it is due to COVID delays in production. Deputy Chief Cornwell has explained to our sales representative that we need to start looking at a different manufacturer and move forward.

Vice-Chair Kruzan asked how many vehicles were involved in the accident and if anyone had been injured. Deputy Chief Cornwell explained that it was our vehicle and one other and no one was injured in the accident.

**e. Training**

Assistant Chief Tim Deckard updated the board on Training:

Current Situation:

- Two firefighters are going to Nation Fire Academy in Maryland
- Second county wide trainings will be hosted by MFD July 19-21 on Lake Monroe

Accomplishments:

- Total Training hours for June: 4,782.00
  - Full Time Personnel: 2,176.25
  - Part Time Personnel: 2,571.00
  - Volunteer/Substitutes: 34.75
- Four full-time firefighters received their FOST state certification
- District assisted Linton Fire (Greene County) with their firefighters' skills so that they could take their state test

Planned Activities:

- Beginning in July, Firefighter I/II will be offered through Monroe Fire Protection District. Classes are held every Monday and Thursday with some additional Saturdays. The Firefighter I/II certification is a State requirement to be a firefighter. Classes will run from July 24-December 4, 2023
- Joint EMS training with Eastern Green Fire Territory
- District is hosting the state Mobile Water Supply
- State HazMat trailer will be here during the month of August

Vice-Chair Kruzan asked about the Lake Monroe intake facility. Assistant Chief Deckard on his new position with MFD.

**f. Community Risk Reduction**

Deputy Chief Coover updated the board on Community Risk Reduction.

Current Situation:

- Conducting data gathering interviews regarding substance abuse and addiction for the Community Health Initiative Program (CHIP)

Accomplishments:

- Largest interaction with the community – Monroe County Fair
- Completed the Homeland Defender and Urban Front drills at Camp Atterbury and Muscatatuck

Planned Activities:

- Working with Veteran's Affairs to potentially expand the Lethal Means to Health Care Providers

Trustee Robling asked for an explanation of what the Lethal Means to Health Care Providers is. Deputy Chief Coover explained the program is helping provide gun locks and medical bags to citizens. Deputy Chief Coover explained that the VA provides the materials.

**g. Administrative Report**

Chief Dillard updated the board on Administrative activities:

Current Activities:

- Continuing with 2021 and 2022 Federal Audit

Accomplishments:

- Completed Healthy Rewards program locking in our health insurance rate for two years
- Completed the 2022 Compliance Audit with SBOA
- 2023 Monroe County Fair completed with 85 crew members filling a shift during the fair in some capacity

Planned Activities:

- Community Cookout to be held August 26 11:00-4:00 at Station 21 -- this is replacing our hog roast

Personnel Report:

- Resignations – 1 moving to Ellettsville as Captain, remaining as a substitute at MFPD

**NEW BUSINESS**

**d. Financial – Claims**

Financial Assistant Robinson presented claims signed June 8, 15, 26 and 28, 2023.

Vice-Chair Kruzan asked what the \$1,250 rewards was. Financial Assistant Robinson explained that we get rewards in cash back on our credit cards and we used those for a portion of the purchase of a fire pole at Station 22.

Trustee Robling made a motion to approve claims for June 2023 as presented.

Vice-Chair 2<sup>nd</sup>

Roll call vote was taken

Sorensen – Yes, Courtright – Yes, Brown – Yes, Kruzan – Yes, Robling – Yes

Motion passed 5-0

**e. Payroll: Included the semi-monthly payrolls for June 2023.**

Administrative Assistant Bovenschen explained that there are several additional payrolls during the month of June. The trustees receive a quarterly payment, semi-annual incentives are paid and our normal payrolls.

Fiscal Officer Brown made a motion to approve the payrolls for June 2023 as presented.

Vice-Chair Kruzan 2<sup>nd</sup>

Roll call vote was taken

Brown – Yes, Robling – Yes, Courtright – Yes, Kruzan – Yes, Sorensen - Yes

Motion passed 5-0

**f. Financial – Statement**

Financial Assistant Robinson stated that the budget can be spent by 50% for this time of the year, currently we have spent 43.2% for the General Fund and 37% for the Cumulative Fund.

Trustee Robling made a motion to approve the Certified Financial Statement as presented for June 30, 2023.

Vice-Chair Kruzan 2<sup>nd</sup>

Roll call vote taken

Brown - Yes, Courtright - Yes, Kruzan - Yes, Sorensen - Yes, Robling - Yes

Motion passed 5-0

**g. Ambulance Equipment Quotes**

Deputy Chief Bright presented the board with quotes for three items needing to be purchased for the ambulances, power stretcher and compatibility kit, powerload for stretcher and powered stair chair.

Fiscal Officer Brown made a motion to approve the purchase of the Stryker Power Stretcher and compatibility kits from Master Medical in the amount of \$65,015.00.

Trustee Robling 2<sup>nd</sup>

Roll call vote taken

Kruzan – Yes, Brown – Yes, Robling – Yes, Sorensen – Yes, Courtright - Yes

Motion passed 5-0

Trustee Robling made a motion to approve the purchase of the powerload for stretchers from Medical Necessities Corporation in the amount of \$69,460.00

Trustee Courtright 2<sup>nd</sup>

Roll call vote taken

Courtright – Yes, Sorensen – Yes, Brown – Yes, Robling – Yes, Kruzan – Yes

Trustee Robling made a motion to approve the purchase of the Powered Stair Chair from Climbing Steps in the amount of \$12, 239.92

Trustee Courtright 2<sup>nd</sup>

Roll call vote taken

Kruzan – Yes, Sorensen – Yes, Robling – Yes, Brown – Yes, Courtright – Yes

**h. 2024 Budget Process**

Chief Dillard explained that we have been working on the 2024 budget. Peter Iverson from the County Council has reached out to Chief Dillard.

Chief Dillard explained that everything is based off the 5-year plan the District has in place. The state did cap the growth at 4% this year.



Chief Dillard will present a proposed 2024 budget to the board at the August meeting and will request approval at the September meeting. Chief Dillard noted that the County budget work session could occur prior to our September 13 meeting.

Chief Dillard stated that the County adoption dates are October 3 – public hearing, October 10 – first readings, October 17 – adoption.

## ADDITIONAL COMMENTS

### NEXT MEETING

Chair Sorensen stated that the next meeting will be in person on August 9, 2023, at Station 25, located at 5081 N. Old State Road 37, Bloomington, IN. The meeting will also be held via zoom.


### ADJOURN

Chair Sorensen called for a motion to adjourn.  
Trustee Robling made a motion to adjourn at 7:01pm  
Motion passed 5-0


Minutes approved by the board of trustees on August 9, 2023:

Aye:


  
\_\_\_\_\_  
Vicky Sorensen, Chair

  
\_\_\_\_\_  
Mark Kruzan, Vice-Chair

\_\_\_\_\_  
C. Ed Brown, Fiscal Officer

  
\_\_\_\_\_  
Michael Baker, Trustee

  
\_\_\_\_\_  
Christina Courtright, Trustee

  
\_\_\_\_\_  
Kevin R. Robling, Trustee

  
\_\_\_\_\_  
Dan Vest, Trustee

Nye:

\_\_\_\_\_  
Vicky Sorensen, Chair

\_\_\_\_\_  
Mark Kruzan, Vice-Chair

\_\_\_\_\_  
C. Ed Brown, Fiscal Officer

\_\_\_\_\_  
Michael Baker, Trustee

\_\_\_\_\_  
Christina Courtright, Trustee

\_\_\_\_\_  
Kevin R. Robling, Trustee

\_\_\_\_\_  
Dan Vest, Trustee

Copy furnished:

Mrs. Vicky Sorensen, Chair  
C. Ed Brown, Fiscal Officer  
Ms. Christina Courtright, Trustee  
Mr. Daniel Vest, Trustee  
Mr. George Cornwell, Deputy Chief  
Mrs. Christine Bartlett, Legal Counsel  
Station No. 22, Bulletin Board  
Station No. 24, Bulletin Board  
Station No. 29, Bulletin Board

Mr. Mark Kruzan, Vice-Chair  
Mr. Michael Baker, Trustee  
Mr. Kevin Robling, Trustee  
Mr. Dustin Dillard, Fire Chief  
Mr. David Ferguson, Legal Counsel  
Station No. 21, Bulletin Board  
Station No. 23, Bulletin Board  
Station No. 25, Bulletin Board  
Station No. 39, Bulletin Board