



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 6:00 p.m. EST Wednesday, November 10, 2021 via a Zoom meeting due to the COVID-19 pandemic. 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.

Those present were as follows:

Vicky Sorensen, Chair
Mark Kruzan, Vice Chair
C. Ed Brown, Fiscal Officer
Dan Vest, Trustee
Christina Courtright, Trustee

Those absent were as follows:

Others present were as follows:

Dustin Dillard, Chief, MFD
George Cornwell, Deputy Chief, Operations
Steve Coover, Deputy Chief, Community Risk MFD
Matt Bright, Deputy Chief, EMS MFD
Joel Bomgardner, Assistant Chief, Administration, MFD
Christine Bartlett, Attorney, Ferguson Law
Tammy Bovenschen, Administrative Assistant MFD
Lorie Robinson, Financial Assistant MFD
Darrell Cooper, IT, MFD
Jeff Combs, House Captain, MFD
Shane Chapman, Lieutenant, MFD
Tess Hazel, Chauffer, MFD
Andrew Craig, FF, MFD
Holly Cooper, Resident

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

CHANGES OR AMENDMENTS TO THE AGENDA

Chair Sorensen asked if there were any amendments or changes to the agenda. There were no changes or amendments.

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. Seeing no one from the public, the procedure was only shown on screen and not read aloud.

MINUTES OF PREVIOUS MEETING

Minutes from the October 13, 2021 regular meeting, were presented to the board for approval. Chair Sorensen asked if there were any questions or comments concerning the minutes. Seeing none, Chair Sorensen called for a motion to approve the minutes.

Vice-Chair Kruzan made a motion to approve the minutes of October 13, 2021 regular session as presented

Fiscal Officer Brown 2nd

Motion passed 5-0

OLD BUSINESS

a. Legal Updates

Mrs. Bartlett informed the board that the Governor extended the State of Public Health Emergency until December 1, 2021. The Governor can extend the order for 30 days at a time. Due to the extended time, we can continue to meet via Zoom for the month of November.

Mrs. Bartlett stated that she will be attending a webinar on the OSHA vaccine mandate that is Indiana specific to see what implications there may be for MFD.

b. Promotion Process

Chief Dillard explained to the board that we have completed the lieutenant and sergeants process. We are reviewing the lieutenant scores as there were 3 candidates that their scores were within 1% of each other. Chief Dillard stated that he would like to recommend for the sergeants the following four individuals:

1. Jonathan Young
2. Andrew Craig
3. Jeremy Carpenter
4. Kole Jones

Chief Dillard explained that there will be some vacancies filled from this list, however we would like to continue with our hiring and promotional process established last year. The process will have promotions happening on odd numbered years and hiring's happening on even numbered years. The list of individuals who succeed in the hiring or promotion process will be held for two years.

Chief Dillard stated that the next promotional process is for the Chauffeur position. The skills testing portion will be held on December 1st at Station 25 if any board would like to see the skills portion of the process. The skills portion will take a majority of the day, beginning around 8:30am with a break for lunch and concluding sometime in the afternoon.

Chief Dillard will report back in December on the lieutenant process after the recount.

NEW BUSINESS

a. Department Update

i. Statistics

	<u>October 2021</u>
TOTAL Emergency Calls	344
Fire Calls	8
Over Pressure Rupture, Explosion, Overheat	0
EMS Calls	260
Hazardous Conditions	21
Service Calls	6
Good Intent Calls	24
False Alarms	25
Severe Weather	0
Special Incidents	0
Incidents by Township	267
Bloomington	34
Clear Creek	45
Indian Creek	3
Perry	78
Van Buren	107
Incidents – Contracted Townships	60
Benton	24
Polk	5
Salt Creek	14
Washington	17
Incidents by Aid Given	17
Bean Blossom	0
Bloomington City	3
Ellettsville	4
Richland Township (EFD)	4
Greene County	6
Lawrence County	0
Brown County	0

Average Response (dispatch to arrival on scene) 7 min 48 sec

Average Turnout (dispatch to enroute)	1 min 05 sec
Average Time on Scene	23 min 06 sec

SOR (Statements of Refusal) signed: 13

Deputy Chief Bright explained to the board that we are now collecting data on number of patient refusals for ambulance obtained by MFD personnel.

Deputy Chief Bright stated we have made 3,441 calls in 2021 so far, with 76% of those being EMS, 5% being Fires and 19% other related calls. Station 29 is still the most active station, followed by Station 22 and then Station 25. Our calls seem to be equal among the three shifts, averaging about 1,100 calls per shifts.

Chair Sorensen asked if we had always been obtaining SOR's or if this was something new for the district. Deputy Chief Bright explained that this was not practice for the district to do, however, the ambulance service has always maintained this data. However, with the longer response times for ambulance arrival it was leaving our crews on scene longer than they were needed and will allow us to get back in service more quickly.

ii. Administrative Report

Chief Dillard informed the board that IT Specialist Darrell Cooper had done extensive work in preparation for tonight's meeting, however technical difficulties are not allowing things to run as smoothly as we had planned.

Chief Dillard explained that we have seven new firefighters going through a recruit academy this week which will conclude with a swearing in ceremony on Saturday, November 13.

Chief Dillard stated that we have received the ISO report back and we have obtained the water shuttle credit. This is very beneficial for us and our residents. This means, that anyone in the fire district within five miles of any of our stations will receive our ISO credit of 4. Previously anyone outside of 1,000 feet of a fire hydrant, which is most of our district, were a class 9. The rating we received is a 4. This rating will become effective in February 1, 2022. Chief Dillard stated that we will be making an announcement with the most full and accurate information we can give to residents closer to February 1, 2022. We will have another ISO review next spring and summer. Chief Dillard stated that he hopes to be rated as a 3. Part of this could be due to the fact that we were only allowed to submit ¼ of a year's worth of training, thus giving us only ¼ credit. This was due to the fact that we were a newly formed District. Next years review we will have a full year of training to include in our review.

Vice-Chair Kruzan wanted to thank everyone involved. This is a great accomplishment for the District. Chair Sorensen also thanked the staff for their dedication to residents of the District.

Chief Dillard stated that the Personnel Manual has been sent to the board for review. Please give us your input this evening so that we can get any changes made and provide the board with our final draft for approval in December.

Chief Dillard stated that we have one proclamation still to deliver, but have not had a chance to get with that township trustee as of yet.

Other items Chief Dillard updated to the board:

- MFD has received a Wildland Fire Grant in the amount of \$10,000. This will be executed in 2022
- MFD has received a Fitness Grant in the amount of \$50,000. This will be used to equip stations with fitness equipment. All firefighters are required to complete 45 minutes of physical fitness each shift
- Volunteer Contract for 2021 has been fully executed
- Station 39's flagpole has been installed. Chief Dillard thanked Captain Jeff Bailey and his sons, Firefighter AJ Bowers, Heartland Construction and J&J Concrete for their time, effort and contributions
- All parts of the new server system have arrived. HAL is on his way

iii. Operations

Deputy Cornwell updated the board that the fire gear approved early has arrived and been distributed.

The UTV parts have all been received and will be installed sometime next week. We hope to have the UTV back in service by late next week.

Deputy Chief Cornwell has been going to all stations and sorting and cleaning areas. We have cleaned out the back garage at Station 29, which we will use as a central location to store spare fire/rescue items.

We are currently having some SCBA bottles hydrotested. BTECH locally has approximately 15-30 bottles they are testing. SCBA bottles are placed in service for fifteen years, then must be hydrotested every five years. Previously, hydrotesting could be done twice, and then bottles could no longer be used, however at FDIC we learned that a company in Colorado can recertify bottles for an additional fifteen years. We will be looking into this process in the future.

Ladder 25, is currently out of service. Deputy Chief Cornwell stated that there were recent recalls on the apparatus, which is why it was originally taken out of service, however, during the recall repairs it was determined that there was a head gasket leaking. This is covered by warranty and should be done next week and back in service.

Donley Safety has been down this week conducting the flow testing of all air pieces and bottles on our apparatus. Thank you to Lieutenant Brad Wellman for setting this up.

Deputy Chief Cornwell will continue to work on SOG's.

Ms. Courtright asked about the Aircraft Rescue standby on Deputy Chief Cornwell's report. Ms. Courtright as if we owned any aircraft at the airport or if this was aircraft that was on standby should we need them for an emergency. Deputy Chief Cornwell explained that the District does not own any aircraft. He stated that the ARFF standby is notification we receive from the Monroe County Airport when large aircraft will be landing. We are placed on standby should there be any occurrence we would be needed for. Currently the airport has their own personnel for any emergency, however, should an emergency arise, we then become the emergency provider.

Chief Dillard explained that this will assist us to help plan for ARFF firefighter coverage of the airport in future years. Chief Dillard went on to explain that there are crash trucks and that the FAA requires a plan in place should an accident occur. Chief Dillard would like for the district to be more involved in the process at the airport, so that we are ready with all equipment needed should an emergency arise. Currently we receive notice of any large aircraft arriving or departing the Monroe County Airport. In the future we would like for district personnel to be on the runway when these planes are arriving and departing.

iv. Emergency Medical Services – Special Operations

Deputy Chief Bright explained that he is continuing to work with Dispatch on getting our stations toned out correctly. During the month of October, we received 17 incorrect tone outs.

Deputy Chief Bright stated that while we are reporting issues to Dispatch, it was noted that actual dispatchers were not receiving information about a call that has been entered incorrectly. Deputy Chief Bright is now sending that information to the dispatcher supervisor as well. We are still getting calls sent to the wrong District station, and we are working to get that corrected.

Deputy Chief Bright stated that another issue is the Pro QA, which is essentially quality assurance. This is a program that should send the correct apparatus and station on a call. When dispatch went to the new format, labeling calls with Alpha, Bravo etc., we were not informed that the ambulance service would not be running emergent on Alpha calls. So, after arrival to an Alpha call, we have found that in some instances, the call should have been upgraded. One call in instance we were dispatched as Alpha but when we arrived, the individual was actually having a heart attack. The assessment of calls at dispatch are something we have discussed with the supervisor of dispatch.

Chief Dillard stated that our personnel are running emergent on all calls, and until the system is fixed, we will be running emergent on all calls, unlike the ambulance service.

Chief Dillard stated that the CAD issues we are having have been sent to the proper individuals in hopes to get corrected quickly.

Chief Dillard is continuing to look into options the fire district has that will help the community in matters where we have had issues getting ambulances to our rural community areas. We currently are at a point where we would like to start looking at ways to get ambulances in our rural areas.

Deputy Chief Bright explained that F Service calls is a new type of calls that dispatch is using. These calls are generally lift assistance calls. However, we were unaware that an ambulance was no longer being dispatched on this type of call. Since the district was not informed that an ambulance was not dispatched for these types of calls, our crews were waiting for an ambulance to arrive, that was never dispatched. This has led to the district being on scene for thirty minutes or more sometimes, when an SOR could be obtained and we can leave the scene.

Vice-Chair Kruzan is super concerned about the issues at dispatch. Vice-Chair Kruzan would like to have a report at all board meetings of runs made that could have been non-emergent calls. Chief Dillard stated that we are currently having all calls types reviewed after each call. We should be able to report those numbers back to the board. Vice-Chair Kruzan asked if we are making too big of a deal out of the dispatch issues. Deputy Chief Bright stated that the issues we are seeing are very serious and need to be addressed. Vice-Chair Kruzan asked if these issues were only EMS calls or are Fire Calls also being dispatched as emergent when they could be a non-emergent call. Chief Dillard stated that it is not specific to just EMS, it is Pro QA in general.

Fiscal Officer Brown asked if the station dispatch issues were dispatcher issues or programming issues. Deputy Chief Bright explained that it is a programming issue and because we are dispatched by station instead of apparatus, that could be part of the issue.

Board Trustee Vest asked if the CAD comments could help our crews determine if they needed to run emergent. Deputy Chief Bright explained that we do read the comments, however with the ProQA statements are not always very clear.

Deputy Chief Bright stated that we have begun our yearly physicals with all personnel.

Deputy Chief Bright explained that he is working on getting additional stats for ambulance service from surrounding counties. Deputy Chief Bright will be reporting back with more information on possibly purchasing our own ambulance. Board Trustee Vest asked if we have an estimate of the cost to fully equip an ambulance. Deputy Chief Bright stated that it could cost upwards of \$30,000 to equip and that isn't including the cost of the ambulance itself. Deputy Chief Bright stated that there are some grants that we can apply for to help fund. Vice-Chair Kruzan thanked Deputy Chief Bright for the work done so far.

v. Community Risk

Deputy Chief Coover updated the board on ongoing events.

- We are finalizing a fire watch outline for use by occupancies with fire alarm issues
- We are working to complete a fire prevention ordinance
- We are monitoring the issues with dispatch and will help to provide a standard of service for the District
- INDOT – we are monitoring the progress for the Harmony Road bridge and still working on the required permitting for the Burch Road gate.
- Working with the State Fire Marshal in data sharing of run types throughout the state and methodologies to reduce the number of these incidents.
- Homebound Hoosier vaccine delivery is on hold due to lack of participation.
- Currently working with MCCSC to establish a youth fire prevention and intervention program. We are also working to assist them with the prevention of potential violence in the schools.
- We are working with IVY Tech on the purchase of a digital fire simulator as part of a training sharing program.
- We are continuing our preplans and safety surveys.

- Working with Adult Services of Monroe County with an issue on Kings Road.
- We have provided an overview of critical incident stress management to the newly hired firefighters.
- We have provided the requested information to Indiana Donor's Network regarding a patient.
- We attended several fire prevention activities in October.
- We are initiating a request for limited access right of way on I69 North for the station being built in Washington Township.
- We are waiting on search warrant information to return for a fire investigation.
- We will be posting deer safety awareness information on social media.
- We will be working with the Bloomington Police Department to coordinate a training session with a scenario for negotiators with a suicidal person.
- We are working with Monroe County EMA to plan the 2022 Safety calendar and events.
- We are working with Area 10 for assistance to seniors regarding health care access.

vi. Training

Chief Dillard spoke for the training division as Assistant Chief McWhorter was not available. During the month of October, 2,781 hours of training was completed. 1,886 of those hours were by full-time firefighters. Upcoming in October:

- We have started our two-week academy for the new hires, over the course of the first two weeks in November the recruits will be training on hazardous materials, self-contained breathing apparatus, stress management, teambuilding fire behavior, building construction firefighter survival, hose loads and advancement, ventilation, forcible entry, sprinklers and standpipes, ropes, knots, communications, EMS and live fire operations.
- We would like to offer an invitation to come join us November 12th through the day to come and see the recruits in action during the live fire evolutions. We will be starting at around 0730 with a lunch break around noon and ending about 1700
- We will be having a badge pinning ceremony on November 13th at 1000 at The Calvary Baptist Church 3501 N. Prow Rd. This will be to swear in the newly hired employees of the Fire District from the past year. We would love for you to attend
- Shift training for this month will be live fire evolutions, emergency vehicle operations (EVOC) and hazardous materials

- We will be helping the countywide training for this quarter, it is a hazardous material scenario that will be taking place at the City of Bloomington's Public Safety Training Tower. We will utilize a hazardous materials prop trailer from the Indiana Department of Homeland Security (IDHS). Joining us, should be Bloomington Fire Department and Ellettsville Fire Department
- We met with the Inspector from Indiana Department of Environmental Management (IDEM) and he has given his approval for our two acquired structures, now we are just waiting on the actual permits
- We are in the process of finishing up the fit testing of all the personnel. This is an annual requirement to make sure the correct size of SCBA mask is worn by each individual.

b. Background Checks

Assistant Chief Bomgardner explained to the board that we would like to move to the more in-depth background check at the cost of \$50.00.

Vice-Chair Kruzan made a motion to allow the administration to determine the level of background check to be done with new hires.

Fiscal Officer Brown 2nd

Motion passed 5-0

c. Amend 2021 Salary Ordinance -001-2021

Financial Administrative Assistant Mrs. Robinson stated that there were a few areas in the 2021 salary ordinance that needed to be corrected.

Board Trustee Courtright would like to be sure that the titles of the board are addressed correctly as Chair and Vice-Chair.

Vice-Chair Kruzan made a motion to approve the amended salary ordinance as presented.

Fiscal Officer Brown 2nd

Motion passed 5-0

d. 2022 Salary Ordinance

Financial Administrative Assistant Mrs. Robinson presented the board with the changes for the 2022 Salary Ordinance. Board Trustee Courtright asked where the additional board members in 2022 would be coming from. Mrs. Robinson stated that would be the Benton and Washington Township representatives.

Mrs. Robinson stated that we would like to include in the 2022 Salary Ordinance to address mileage reimbursement to be paid based on the federal mileage rate. The other additional information included in the 2022 ordinance is the one-time payment for early retirement under the civilian perf. The items are both addressed in the

personnel handbook that is up for review this evening. The 2022 salary ordinance will be tabled until the December meeting.

e. 2022 Volunteer Contract

Assistant Chief Bomgardner presented the board with the 2022 Volunteer Contract. This is just for review this evening and will be tabled until the December meeting. He informed the board that we would like in the future to bring the upcoming years contract to the board in November for a December vote.

f. 2022 Schedule of Board Meetings

Administrative Assistant Mrs. Bovenschen presented the board with a schedule for meeting dates and locations for 2022. Vice-Chair Kruzan asked if the meeting time is also set by this schedule. Mrs. Bovenschen stated that there are not times listed yet and that can be up for discussion. Vice-Chair Kruzan would like to add to next month a discussion on the start time of board meetings in 2022.

Vice-Chair Kruzan made a motion to approve the 2022 Schedule of Board Meetings.

Board Trustee Vest 2nd

Motion passed 5-0

g. MFPD Personnel Handbook

Chief Dillard spoke to the board concerning the personnel handbook. We would like to have this approved at the December meeting with any changes the board may have. After much discussion, board members and legal counsel gave the administration suggests for grammar, punctuation and language content to be changed. This item was tabled until the December meeting.

h. Proposed Changes to Agenda and Board Presentation

IT Specialist Darrel Cooper spoke with the board to explain the changes the administration would like to do to allow the presentation of items for the board to be more consistent and streamlined. We have created a slide-show which will allow content to be more consistent for meetings.

Vice-Chair Kruzan thanked Mr. Cooper for all of his work on the presentation and applauded his efforts to add clarity and consistency to our meetings.

i. Small Vehicle Quotes

Chief Dillard stated that we have finally received quotes from Bloomington Community Ford for Ford F150 vehicles. The only government pricing we could get was from Ford due to the industry issues. We did get state pricing for these quotes.

Chief Dillard would like to have approved the purchase of two vehicles, one to replace Squad 22 and one for a Command vehicle that needs to be replaced.

The quotes received are \$39,859.25 for each vehicle.

Fiscal Officer Brown made a motion to approve the purchase of two small vehicles with state government pricing of \$39,859.25 per vehicle.

Board Trustee Vest asked if the quotes included the lights, sirens and lettering. Chief Dillard explained that this quote is only for the vehicle, not for any of those additional items. Chair Sorensen asked what line item this will come from. These will come from the Cumulative Fund.

Board Trustee Courtright 2nd
Motion passed 5-0

CLAIMS AND FINANCIAL REPORT

Claims:

a. Monroe Fire Protection District Claims:

Mrs. Robinson presented claims signed October 11, October 26 and October 29, 2021.

Payroll: Included the semi-monthly payrolls for October 2021.

Chair Sorensen called for a motion to approve claims for October 2021.

Vice-Chair Kruzan made a motion to approve claims October 2021.

Fiscal Officer Brown 2nd

Motion Passed 5-0

b. District 8 Claims:

Mrs. Robinson stated there are no District 8 claims.

c. Financial Report:

Mrs. Robinson stated that the Certified Financial Statement for October 31, 2021 is presented for your approval. Mrs. Robinson stated that the summary report shows that we could have expended 83% of our budget at this time. We have currently expended 73% of the budget overall. Mrs. Robinson stated that everything is in line for the cumulative fund.

Vice-Chair Kruzan made a motion to approve the Certified Financial Statement for October 31, 2021.

Fiscal Officer Brown 2nd

Motion passed 5-0

Mrs. Robinson stated that she would like to do some transfers within categories so that each category is in the black based on her projections. Mrs. Robinson has completed a cash flow analysis for the rest of this year and for the upcoming 2022 year.

Mrs. Robinson informed the board that open enrollment will begin for all employees

for health, vision and dental insurance. Our rates will not be increasing thanks to a rate hold on all three. Vice-Chair Kruzan asked if any of the coverage or deductibles will change in 2022. Mrs. Robinson stated that nothing will change for any of the policies. Mrs. Robinson would like to make the HSA payments quarterly in 2022 and will make the change in the 2022 Salary Ordinance for approval.

NEXT MEETING

Chair Sorensen stated that the next meeting will be December 8th, currently set for a Zoom meeting. Chair Sorensen thanked the board and staff for continuing to work to improve these meetings for everyone.

ADJOURN

Chair Sorensen called for a motion to adjourn.

Fiscal Officer Brown made a motion to adjourn at 9:09p,

Motion passed 5-0

Dated: December 8, 2021

DocuSigned by:

Vicky Sorensen

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Vicky Sorensen, Chair

DocuSigned by:

Mark Kruzan

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Mark, Kruzan, Vice-Chair

DocuSigned by:

C. Ed Brown

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C. Ed Brown, Fiscal Officer

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Christina Courtright

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Christina Courtright, Trustee

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Daniel Vest, Trustee

Nye:

Vicky Sorensen, Chair

Mark Kruzan, Vice-Chair

C. Ed Brown, Fiscal Officer

Christina Courtright, Trustee

Daniel Vest, Trustee

Copy furnished:

Mrs. Vicky Sorensen, Chair

Ms. Christina Courtright, Trustee

Mr. Daniel Vest, Trustee

Mr. George Cornwell, Deputy Chief

Mrs. Christine Bartlett, Legal Counsel

Mr. C. Ed Brown, Fiscal Officer

Mr. Mark Kruzan, Vice-Chair

Mr. Dustin Dillard, Fire Chief

Mr. David Ferguson, Legal Counsel

Station No. 22, Bulletin Board

Station No. 21, Bulletin Board
Station No. 24, Bulletin Board
Station No. 29, Bulletin Board

Station No. 23, Bulletin Board
Station No. 25, Bulletin Board
Station No. 39, Bulletin Board