



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, September 13, 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
- Michael Baker, Trustee
- Christina Courtright, Trustee
- Dan Vest, Trustee
- Kevin R. Robling, Trustee

Those absent were as follows:

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

Via Zoom:

- Michelle Bright, Benton Township Trustee
- Jim, Ambulance Billing

Chair Sorensen asked for a moment of silence for Fiscal Officer C. Edward Brown who recently passed away.

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 changes or amendments to the agenda.

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.

NOMINATION FOR FISCAL OFFICER

Chair Sorensen asked for nominations for fiscal officer due to the passing of Ed Brown. There was discussion as to if this had to be done right away, so that as not to pressure someone into rushing to fill the spot this year. This would allow any trustee on the board to speak with Chief Dillard and Financial Assistant Robinson on the duties of the Fiscal Officer.

Vice-Chair Kruzan asked legal counsel if there is a statutory requirement that there be a fiscal officer on the board? Legal counsel, Mrs. Bartlett stated that the statute does allow the board to appoint someone other than a trustee to fulfill the duties of fiscal officer, however, the District Board By-Laws state that the fiscal officer must be a trustee of the board.

Chair Sorensen asked if she could fill the place of the Chair and Fiscal Officer if no other trustee wanted to fill the position. Mrs. Bartlett stated that the By-Laws state that they must be two different trustees.

Trustee Baker stated that he would fulfil the position on an interim basis and do his best to follow in the steps of Mr. Brown.

Trustee Robling made a motion to approve Trustee Baker for fiscal officer.

Vice-Chair Kruzan 2nd

Motion passed 5-0 (Trustee Baker abstained)

MINUTES OF PREVIOUS MEETING

Minutes from the August 9 regular meeting were presented to the board for approval.

Trustee Courtright made a motion to approve the minutes of August 9, 2023.

Trustee Vest 2nd

Motion passed 6-0

Minutes from the August 29 work session were presented to the board for approval.

Trustee Robling made a motion to approve the minutes of work session August 29, 2023.

Trustee Courtright 2nd

Motion passed 4-0 (Vice-Chair Kruzan and Trustee Vest abstained)

UNFINISHED BUSINESS

a. District Credit Cards

Chief Dillard stated that after all reviews we would like to increase the limits from \$10,000 per month to \$12,500 adding an additional card for the recurring IT costs with the increase.

Vice-Chair Kruzan made a motion to increase the limit on the card to \$12,500 and to add a card for IT purposes.

Trustee Robling 2nd

Trustee Courtright appreciated the follow-up by the Chief so quickly. This is a great resolution to the problems the District seemed to be having with the cards.

Motion passed 6-0

b. 2024 Budget

Chief Dillard presented the board with two spreadsheets on the retiree insurance options the board had requested. Chief Dillard explained that when building the policy, we will determine more of what the cost will be for the District. With the District and members putting \$60,000 each into the fund, Chief Dillard feels that the plan would be workable.

Chief Dillard stated that the intent of this is the District is willing to put in \$60,000 to begin the retiree insurance fund. The Board will have the say in what the parameters of the policy is.

Trustee Vest asked how many could retire in 2024? Based on the survey Chief Dillard sent out, zero retirees for 2024, two retirees for 2025, and five retirees in 2026. Chief Dillard noted that on the early retirement incentive for civilian Perf, the District must be notified of the intent to retire by June 30 the year prior.

Trustee Vest asked would the individual be covered until they received Medicare? Chief Dillard stated yes, age 65. There was discussion on the length some individuals could stay on the plan. Discussion continued and a committee on the policies for the plan was stated to be needed.

Vice-Chair Kruzan nominated Trustee Robling, Trustee Vest and Trustee Courtright for a Retiree Health Insurance Committee.

Fiscal Officer Baker 2nd

Motion passed 6-0

Mrs. Bartlett noted that open door law does apply for Committee meetings.

Financial Assistant Robinson noted that after the budget work session of the board, the life insurance and Medicare lines were increased as discussed. The final General Fund 2024 budget is \$14,995,240. The Cumulative Fund 2024 budget is \$1,178,766.

Financial Assistant Robinson noted that she did reduce the anticipated income from the ambulance to \$250,000 as requested during the work session. Trustee Robling noted that this budget has been discussed over several meetings. Chief Dillard noted that the staffing levels have stayed in track with the five-year plan.

Trustee Robling made a motion to approve the 2024 Budget General Fund and Cumulative Fund budgets as proposed.

Trustee Vest 2nd

Motion passed 6-0

DEPARTMENT UPDATES

Department Updates

a. Training

Assistant Chief Tim Deckard updated the board on Training:

Current Situation:

- Devoted entire month on State Certification of Rope Ops

Accomplishments:

- Total Training hours for August: 2,573.18
 - Full Time Personnel: 2,137.10
 - Part Time Personnel: 380.33
 - Volunteer/Substitutes: 55.75

Planned Activities:

- Assist Bloomington Fire Department with mobile water, drafting and flashover training at Station 25

b. Legal Updates

Legal Counsel, Christine Bartlett stated she had nothing to update.

c. Statistics

	<u>July 2023</u>	<u>August 2023</u>
TOTAL Emergency Calls	393	409
Fire Calls	17	18
<i>Structure</i>	5	7
<i>Vehicle</i>	3	2
<i>Wildland</i>	5	2
<i>Other</i>	4	7
Over Pressure Rupture, Explosion, Overheat	2	0
EMS Calls	232	241
<i>Medical</i>	134	147
<i>EMS Crew Assist</i>	68	62
<i>Motor Vehicle Accidents</i>	30	32
Hazardous Conditions	17	16

Service Calls	43	45
Good Intent Calls	39	62
False Alarms	37	25
Severe Weather	2	0
Special Incidents	4	2

Incidents by Township	344	345
Benton	34	24
Bloomington	25	30
Clear Creek	42	35
Indian Creek	7	3
Perry	96	110
Van Buren	130	128
Washington	10	15

Incidents – Contracted Townships	24	27
Polk	9	4
Salt Creek	15	23

Incidents by Aid Given	26	37
Bean Blossom	1	2
Bloomington City	4	10
Ellettsville	7	11
Richland Township (EFD)	9	11
Greene County	4	2
Lawrence County	0	0
Brown County	0	0
Owen County	0	1
Morgan County	0	0

AID Received - August		13
AID Received - Year to Date		86

Average Response (dispatch to arrival on scene)	8 min 21 sec	7 min 55 sec
Average Turnout (dispatch to enroute)	1 min 04 sec	1 min 12 sec
Average Time on Scene	57 min 19 sec	24 min 35 sec

SOR (Statements of Refusal) signed: 1

d. Emergency Medical Services – Special Operations

Deputy Chief Bright updated the board on EMS/Special Operations

Current Situation:

- Ambulance chassis are at the factory and first unit is being painted/assembled

Accomplishments:

- REMC grant in the amount of \$1,595 was received for the purchase of one AED

Planned Activities:

- Full demo of ESO software and we have a test site for us to look at

e. Operations

Deputy Chief Cornwell updated the board on Operations

Current Situation:

- Tender 22 is still out of service for pump replacement

Accomplishments:

- Pump testing has been completed
- 5" hose has arrived and is in staging and awaiting testing.
- All SCBA's have been moved to Station 25
- Work Orders completed 54

Planned Activities:

- Hose testing begins September 18th

Chair Sorensen asked what the differences were in the minor, moderate and major categories for work orders. Chief Dillard stated that fleet explained it as major repairs generally means off site repairs occurred, moderate meaning heavy for our internal mechanics, minor meaning things like a light bulb needed changed.

f. Community Risk Reduction

Deputy Chief Coover updated the board on Community Risk Reduction.

Current Situation:

- Conducting fire investigations for fires on Stone Drive, Rogers Road and Keller Crossing – some may be potential arson

Accomplishments:

- Completed
 - 37 inspections
 - 61 re-inspections
 - 12 new construction inspections
 - Five plan reviews
 - Added 38 new occupancies

Planned Activities:

- Installing NaloxBox at all fire stations at no cost to the District

There was discussion concerning the NaloxBox.

g. Administrative Report

Chief Dillard updated the board on Administrative activities:

Current Activities:

- Working on the Capstone Insurance renewal

Planned Activities:

- Will attend the County Council Budget review tomorrow

- Community Chili Cookoff is November 4th

Accomplishments:

- Successfully completed and responded to the SBOA Federal Audit. However, the response that we attached did not get attached to the Federal Audit. We are meeting with the SBOA concerning this
- Jan Dawes name was engraved into the Indiana Police and Fire Memorial Wall – this was a line of duty death from Van Buren Township
- BAMWX weather service purchased, which is a service that allows us to have direct access to a meteorologist and has already been beneficial

Personnel Report:

- Hiring – 4 full-time, 4 substitutes, 4 volunteers
- Resignations – 2

Fiscal Officer Baker asked if there were any updates on Station 26 build. Chief Dillard explained that he had met with Doug Bruce and was told there was an outstanding bill at Bynum Fanyo which was holding up some of the plans that were needed. Washington Township was notified and the bill was paid within 48 hours. Plans were to be given to Doug Bruce. The plan is to be able to bid at the October board meeting.

Fiscal Officer Baker reminded the board that he had volunteered to reach out to IU Lifeline Hospital to get a contact to talk with someone about ambulances. He has not received an email yet, but has reached out.

NEW BUSINESS

a. Financial – Claims

Financial Assistant Robinson presented claims signed August 3, 17 and 28, 2023. Financial Assistant Robinson explained that the claims noted ARPA are ones that we will ask the County for reimbursement related to the ARPA Grant for the ambulances.

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

Trustee Courtright 2nd

Motion passed 6-0

b. Payroll

Included the semi-monthly payrolls for August 2023.

Trustee Robling made a motion to approve the payrolls for August 2023 as presented.

Trustee Courtright 2nd

Motion passed 6-0

c. Financial – Statement

Financial Assistant Robinson stated that the budget can be spent by 67% for this time of the year, currently we have spent 56.2% for the General Fund and 49% for the Cumulative Fund.

Trustee Robling made a motion to approve the Certified Financial Statement as presented for August 31, 2023.

Fiscal Officer Baker 2nd

Motion passed 6-0

Chief Dillard wanted to explain more concerning the audit. There were four findings that were all related to AFG grants that we have. The findings stated that we did not properly document the review of the payroll and the submissions that we made. They did not take into consideration the compilation report which documents the review. Since we did not initial the documents they would not be accepted. We asked if the payroll reviewer and processor could sign affidavits for the documentation, we were told they would not accept that.

We sent our response and were told that they had already received our official response that what had been sent could not be included in the report. Chief Dillard will be meeting with SBOA concerning the issues.

There was further discussion with the board concerning the process of the audit, the cost of the audit and how they bill the District for their hours. Chief Dillard explained that the estimate is around \$30,000. Chair Sorensen explained that we did ask during the exit conference for a detailed billing of the hours and were told we could not get that.

d. Small Vehicle Purchases – 2023 and 2024 Cumulative Fund

Assistant Chief Combs presented quotes for the purchase of four vehicles, with two to be paid from the 2023 budget and two to be paid from the 2024 budget. Quotes were received from all major dealers and we looked at warranty and customer service as well.

Assistant Chief Combs is requesting to purchase four Chevy 1500 Silverado trucks from Curry Buick in the amount of \$49,500 each. We would need to encumber the funds at the end of 2023 if two of the trucks are not yet received.

Trustee Robling made a motion to approve the purchase of four Chevy 1500 Silverado trucks from Curry Buick in the amount of \$198,000. Two to be purchased from 2023 cumulative fund and two to be purchased from the 2024 cumulative fund.

Trustee Courtright 2nd

Motion passed 6-0

e. Inventory Retirement Items

Chief Dillard explained that when the merger happened in 2021 we had only a few months to gather all of the information for the county's GAAP audit. As we review these items each year, we are finding things that we don't need or are obsolete. We would like to retire these items and dispose of them.

Trustee Vest asked if any of this equipment could be used on the ambulances? Chief Dillard explained no that a lot of these are digital or vhf items. Trustee Robling asked if retirement meant to dispose or trash the items. Chief Dillard explained that items are taken out of service, not necessarily thrown away.

Fiscal Officer Baker moved to approve the list of items for disposal.
Trustee Courtright 2nd
Motion passed 6-0

ADDITIONAL COMMENTS

NEXT MEETING


Chair Sorensen stated that the next meeting will be in person on October 11, 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 7:15pm
Motion passed 6-0

Minutes approved by the board of trustees on October 11, 2023:


Aye:



Vicky Sorensen, Chair

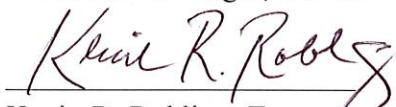


Mark Kruzan, Vice-Chair




Michael Baker, Fiscal Officer

Christina Courtright, Trustee



Kevin R. Robling, Trustee



Dan Vest, Trustee

Nye:

Vicky Sorensen, Chair

Mark Kruzan, Vice-Chair

Michael Baker, Fiscal Officer

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. David Ferguson, Legal Counsel
Headquarters, Bulletin Board
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 R. Robling, Trustee
Mr. Dustin Dillard, Fire Chief
Mrs. Christine Bartlett, Legal Counsel
Station No. 21, Bulletin Board
Station No. 23, Bulletin Board
Station No. 25, Bulletin Board
Station No. 39, Bulletin Board