



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 5:59 p.m. EST Wednesday, January 12, 2022 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.

Chair Sorensen introduced our new board members, Michael Baker, Washington Township and Kevin Robling, Benton Township.

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
Michael Baker, Trustee
Christina Courtright, Trustee
Kevin Robling, Trustee
Dan Vest, 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
Joel Bomgardner, Assistant Chief, Administration
Christine Bartlett, Attorney, Ferguson Law
Tammy Bovenschen, Administrative Assistant
Lorie Robinson, Financial Assistant
Darrell Cooper, IT Specialist
Shane Chapman, Lieutenant, Station 29, Union President
Tess Hazel, Chauffer, Station 21
Jane Dole, Citizen (joined 7:13pm)

**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. Mrs. Bartlett suggested to the board that due to the increase in the number of board members, it would be best at this time to start doing a roll call vote. Mrs. Bovenschen will begin doing roll call votes.

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. Mrs. Bovenschen read the procedure for public comment. There was no public comment.

ELECTION OF OFFICERS

Mark Kruzan nominated Vicky Sorensen to serve as chair for the district board for the 2022 year.

Trustee Robling 2nd

Roll Call vote was taken.

Yeas: Kruzan, Baker, Vest, Courtright, Robling, Brown, and Sorensen

Vicky Sorensen will serve as Chair for 2022.

Motion passed 7-0

Ed Brown nominated Mark Kruzan to serve as Vice-Chair for the 2022 calendar year.

Trustee Robling 2nd

Roll Call vote was taken.

Yeas: Sorensen, Brown, Courtright, Vest, Baker, Robling, Kruzan

Mark Kruzan will serve as Vice-Chair for 2022.

Motion passed 7-0

Vice-Chair Kruzan nominated Ed Brown to serve as Fiscal Officer for the 2022 calendar year.

Trustee Robling 2nd

Roll Call vote was taken:

Yeas: Sorensen, Kruzan, Baker, Courtright, Robling, Vest, Brown

Ed Brown will serve as Fiscal Officer for 2022.

Motion passed 7-0

MINUTES OF PREVIOUS MEETING

Minutes from the December 8, 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 December 8, 2021 regular session as presented.

Fiscal Officer Brown 2nd

Roll Call vote was taken:

Yeas: Sorensen, Kruzan, Brown, Baker, Courtright, Vest

Abstain: Robling

Motion passed 6-1

UNFINISHED BUSINESS

Chair Sorensen asked if there was any unfinished business. There was no unfinished business.

Department Update**a. Legal Updates**

Mrs. Bartlett informed the board that the Governor extended the State of Public Health Emergency until January 31, 2022. 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 December.

Mrs. Bartlett stated that she has been watching the OSHA ETS vaccine mandate, where employers must either put in place a vaccine or test rule, has now been heard by the Supreme Court. Governor Holcomb has stated that Indiana will trail behind in enforcement by about 30 days depending on the Supreme Courts decision.

Mrs. Bartlett stated they have continued working with Benton Township on transferring the property.

b. Statistics

	<u>December 2021</u>
TOTAL Emergency Calls	366
Fire Calls	18
Over Pressure Rupture, Explosion, Overheat	0
EMS Calls	243
Hazardous Conditions	13
Service Calls	42
Good Intent Calls	27
False Alarms	22
Severe Weather	1
Special Incidents	0
Incidents by Township	297
Bloomington	34
Clear Creek	39
Indian Creek	7
Perry	68
Van Buren	149
Incidents – Contracted Townships	55
Benton	22
Polk	2
Salt Creek	16
Washington	15

Incidents by Aid Given	14
Bean Blossom	0
Bloomington City	4
Ellettsville	4
Richland Township (EFD)	3
Greene County	2
Lawrence County	1
Brown County	0

Average Response (dispatch to arrival on scene)	7 min 52 sec
Average Turnout (dispatch to enroute)	1 min 07 sec
Average Time on Scene	29 min 24 sec

SOR (Statements of Refusal) signed: 3

Deputy Chief Bright stated that he will have a 2021 year-end report for the board next month.

Chair Sorensen asked Deputy Chief Bright to explain the difference between response time and the turnout time. Vice-Chair Krizan asked Deputy Chief to explain the percentages of EMS runs and fire suppression runs. Deputy Chief Bright explained that for the year we will still be about 75% of our calls are medically related calls. During December dispatch began a new run type, FService Calls, which are essentially lift assistance calls. Prior to that call type it would have been listed in the EMS calls category.

Chair Sorensen asked what the severe weather was for the month of December. Deputy Chief Bright stated it was more than likely a wind related call.

c. Emergency Medical Services – Special Operations

Deputy Chief Bright updated the board:

- We currently have 9 personnel in various stages of quarantine for potential or confirmed cases of COVID.
- Continuing to work with dispatch, we are reporting any deficiencies.
- Physicals were completed in December for all personnel. We have had positive feedback from personnel concerning the new provider.
- Thank you to FF Kole Jones for his help with the overhaul of our apparatus checking procedures. FF Jones along with Battalion Chief Allen and the entire red shift at station 29 helped with this.
- Currently working to gather all 2021 statistics for the district and will report back in February with those numbers.
- We are continuing to investigate EMS options including ambulances and medical direction.

- We will continue to work with dispatch to get our closest and proper units attached to calls. We are re-examining dispatching zones and re-evaluating response packages.

Deputy Chief Bright thanked the District for their support during the passing of his mother. He wanted the Board to know that the support he received from the staff was noticed by his father, wife and others. We truly work with a great group of compassionate individuals and he wanted the board to know.

Trustee Baker asked about the dispatch issues and if that was due to the district growing or was this a software issue the district is using. Deputy Chief Bright explained that it would not be a district software issue, that dispatch has their own software program that has caused some issues. It is partially related to both. Vice-Chair Kruzan asked Deputy Chief Bright to discuss the biggest issues with dispatch currently. Deputy Chief Bright stated that getting the closest appropriate resource dispatched to the call is the biggest issue currently. Vice-Chair Kruzan stated that there were some specific instances over the year, and he would like to see a summary of those issues in a report with proposed suggested solutions. Deputy Chief Bright will try to have that at the next monthly meeting. Chair Sorensen stated that it would be helpful for the board so that if they are asked by the public they have some answers to give.

d. Operations

Deputy Chief Cornwell went over the history of how the district become what we are today. Deputy Chief Cornwell thanked Battalion Chief Gillespie for putting the slide presentation together. Vice-Chair Kruzan asked for this to be put on our website.

e. Training

Chief Dillard gave the training report.

- During the month of December, 2,099 hours of training was completed. 1,516 of those hours were by full-time firefighters.
- Wrapped up 2021 training requirements including leaks & spills training for HazMat technicians and operations personnel.
- Working to get feedback from our basement fire training.
- Working on hose line advancement utilizing a custom-built obstacle course
- We have the first quarter of 2022 training calendar built with flexibility regarding the ongoing COVID-19 pandemic.
- In 2022 we will be offering state courses including all four Driver/Operator modules, Rope Rescue Operations and HazMat Technician.

f. Community Risk

Deputy Chief Coover updated the board on ongoing events.

- Investigating incendiary fire on East SR 45 with the assistance of the Indiana State Fire Marshal's office, and continued investigation on Brummetts Creek Road.
- Still working with INDOT on the gate at Burch Road which will require a transfer of responsibility from INDOT to County Highway.
- Working with the Monroe County Planning department on permitting and inspections of Event Barns after a recent complaint.
- Working with Area 10 Agency for assistance to seniors regarding an adult with homecare needs. We helped to expedite them with getting a remote control for a hospital bed.
- Continue to work with MCCSC concerning anti-bully program.
- Continuing to work with IVY Tech on the planning for an MFPD paramedic course.
- Working with Solid Waste on citizen complaints. We are assisting with legal action.
- Continued working with Deputy Chief Bright on the dispatching issues.
- Preplans and inspections were all completed.
- Update on a case where we assisted an individual whose had no income, no health insurance and whose building we condemned. With our partnership with Adult Services of Monroe County, the 77-year-old individual now receives \$580 in social security income each month, has Medicare/Medicaid insurance and is housed in assisted living on Pete Ellis.
- Assisted Monroe County Health to deliver vaccinations at Bee Hive Nursing Home.
- We participated in the Stuff A Bus campaign with Monroe County Protective Services
- Santa Parades were conducted through various neighborhoods in December.
- For the 2021 Year:
 - 134 Presentations/public education/public service events
 - 614.81666 hours of participation
 - 11,132 Children were reached through events
 - 10,000 Adults were reached through events
 - 10,603 Senior Adults were reached through events.
 - Total of 31,735 Prevention Contacts for the 2021 year
- Screening of 2 youths who have misused fire as a partnership with MCCSC
- We will be initiating request file for Limited Access Right-of-Way (LARW) I69 North for Station 26

- Working with the State Fire Marshall on the investigation from East SR 45 with lab results.
- Working with Area 10 partnership for assistance to seniors.
- Continued development of Peer Support policies and procedures
- Hoosier Defender program has been postponed until March of 2023
- Would like to get SafeHaven boxes installed at the fire stations in 2022
- Working to get a fire prevention ordinance in place in 2022.
- Monroe County does not have a residential inspection requirement for private residential rentals. We will be pursuing getting this in place.

Chair Sorensen and Vice-Chair Kruzan both stated that they appreciate the efforts of each member for their detailed reporting.

g. Financial Report

Financial Administrative Assistant Robinson informed the board we received our first reimbursement in the amount of \$40,893.03 for COVID-19 pandemic related expenses incurred in 2020 from the FEMA request for public assistance. We were denied approximately \$9,000 of our initial request. Mrs. Robinson will be working on project 2, 2021 related expenses during the first quarter of 2022.

h. Administrative Report

Chief Dillard went over current activities, accomplishments and planned activities:

- Welcome to the new board members from Benton and Washington Township.
- We are updating the payrolls and related matters to reflect the 2022 Salary Ordinance.
- We are preparing to comply with any OSHA requirements related to COVID. Chief Dillard believes we will go above and beyond what OSHA may require.
- 2021 Financials have been closed.
- We have completed the employee enrollment in the health, dental and vision insurance plans. There were a few hiccups using the new software program, however this should not happen again as members are now more familiar with the program. Thankfully Mrs. Bovenschen caught the minor errors and had those corrected for each member.
- We plan to have a meeting with members from the Union, Volunteers, Auxiliary, Public Information Officer and Administration to schedule events in 2022 that have been cancelled the last few years. We want to bring back the events that each department had prior to the merger.

Vice-Chair Kruzan asked if an ISO update would be coming in February. Chief Dillard stated that yes, he plans to update in February due to the fact that it takes effect in February. We have information put together and we will provide the

information to the board in the next few weeks. We will have information on social media beginning in February.

Vice-Chair Kruzan asked if we had any issues with the OSHA mandate. Chief Dillard stated that we have secured test for our members, should we need to start testing employees.

NEW BUSINESS

a. Financial - Claims

Financial Administrative Assistant presented claims signed December 9, December 16, December 20, December 28, December 30 and December 31, 2021.

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

Fiscal Officer Brown moved approval of claims for December as presented.

Trustee Robling 2nd

Role Call vote was taken:

Yeas: Baker, Courtright, Robling, Vest, Kruzan, Brown, Sorensen

Motion passed 7-0

b. Financial - Statement

Financial Administrative Assistant Mrs. Robinson stated that the Certified Financial Statement for December 31, 2021 is presented for your approval. Mrs. Robinson explained that we came in for the year spending 93% of our budget this year. She thanked the employees and administration for tightening our belts for the year. Mrs. Robinson also explained the SAFER (Staffing Adequately for Fire and Emergency Responders) Grants we currently have.

Trustee Robling made a motion to approve the certified financial statement as presented for December 31, 2021.

Vice-Chair Kruzan 2nd

Role Call vote was taken:

Yeas: Sorensen, Kruzan, Brown, Baker, Courtright, Robling, Vest

Motion passed 7-0

c. Financial - Encumbrances

Financial Administrative Assistant Robinson explained to the board a list of encumbrances needed from the 2021 budget. These items were all approved for purchase by the board, however with the supply chain deficiencies, we have not yet received these items. She would like to encumber the 2021 funds that were to be used for these purchases:

- Two vehicles ordered from Ford - \$79,718.50
- Life extension of SCBA bottles - \$9,000.00
- Gear and Personal Protective Equipment - \$9,174.14

Trustee Robling made a motion to approve the Encumbrances as presented.
Vice-Chair Kruzan 2nd
Roll Call Vote was taken:
Yeas: Sorensen, Kruzan, Brown, Baker, Courtright, Robling, Vest
Motion passed 7-0

Vice-Chair Kruzan asked if the VISA card earned reward points. Mrs. Robinson will investigate and report to the board.

d. Risk Management Policy Review

Administrative Financial Assistant Mrs. Robinson explained the background of the Risk Management Policy. She has asked the board to review the policy as we will once per year. She would like to lower the threshold from \$75,000 to possibly by \$25,000 which will include our smaller vehicles on the fixed asset report. Trustee Robling asked if there was an industry standard on the threshold amount. Fiscal Officer Brown stated a lot of effort was made by all in putting together the GAAP report and that we should consider a two-tier approach assigning value to larger apparatus and less expensive vehicles.


NEXT MEETING

Chair Sorensen stated that the next meeting will be February 9, 2022, currently set for in person at Station 21, located at 9094 S. Strain Ridge Road, Bloomington, IN 47401. However, we may move to a Zoom meeting based on the Governor's Emergency orders.

ADJOURN

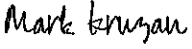
Chair Sorensen called for a motion to adjourn.
Fiscal Officer Brown made a motion to adjourn at 7:20pm
Motion passed 7-0

Minutes approved by board of trustees on: February 9, 2022


DocuSigned by:

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Vicky Sorensen, Chair

Nye:


Vicky Sorensen, Chair

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Mark, Kruzan, Vice-Chair

Mark Kruzan, Vice-Chair

DocuSigned by:

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C. Ed Brown, Fiscal Officer

C. Ed Brown, Fiscal Officer

DocuSigned by:

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Michael Baker, Trustee

Michael Baker, Trustee

Continued

Minutes approved by board of trustees on: February 9, 2022

Aye:

DocuSigned by:

Christina Courtright

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Christina Courtright, Trustee

DocuSigned by:

Kevin Robling

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Kevin Robling, Trustee

DocuSigned by:

Dan Vest

4870B443B034410...

Dan Vest, Trustee

Nye:

Christina Courtright, Trustee

Kevin 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