



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 Tuesday, July 13, 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 arrived at 6:09pm
- 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, MFD
- Steve Coover, Deputy Chief, Community Risk MFD
- Matt Bright, Deputy Chief, EMS MFD
- Joel Bomgardner, Assistant Chief, Administration, MFD
- Tammy Bovenschen, Administrative Assistant MFD
- Lorie Robinson, Financial Assistant MFD
- Christine Bartlett, Attorney, Ferguson Law
- Jeff Combs, House Captain, MFD

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.

**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.

Mrs. Bovenschen read the policy for public comment.

MINUTES OF PREVIOUS MEETING

Minutes from the June 8, 2021 regular meeting, were presented to the board for approval. Chair Sorensen ask 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 June 8, 2021 regular session as presented

Ms. Courtright 2nd

Motion passed 5-0

OLD BUSINESS

a. Legal Updates

Mrs. Bartlett informed the board that the Governor extended the State of Emergency until July 31, 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 July.

b. Monroe Fire District Future

Chief Dillard stated there are no new updates for the board at this time. Chief asked if there was an objection to removing this item from Old Business. If we have further interest in another township joining the district we will add this back to the agenda. Chair Sorensen stated that we could remove this from the agenda beginning in August.

c. COVID-19 Information

i. Homebound Hoosiers

Deputy Chief Coover informed the board that we are still participating in the Hoosier Homebound program. At their request the program took a week off during fair week. There was a COVID vaccination evening during the fair, but we were not asked to assist. Deputy Chief Coover explained that we will be partnering with the State and County for additional events such as Balloon Fest at their request.

d. Engine 22 Updates

Deputy Chief Cornwell stated that there are no current updates for Engine 22

e. ISO Review

Chief Dillard explained that we still have not heard back from ISO. He has emailed our representative but generally it takes 4-6 months for them to send the report.

f. Ordinance 02-2021

Mrs. Bovenschen stated this Ordinance will allow for the district to accept donations. Mrs. Bovenschen stated that section "E" has been changed to more clearly explain use of the funds. This section will allow the Chief to spend up to \$500 dollars without prior approval from the board.

Chair Sorensen asked if there were any other questions concerning Ordinance 02-2021 Special Donation Fund. Seeing none, Chair Sorensen called for a motion. Vice-Chair Kruzan made a motion to approve Ordinance 02-2021 Special Donation Fund.

Ms. Courtright 2nd
Motion passed 5-0

g. Aladtec/Emergency Reporting Integration

Chief Dillard explained that after the discussion last month concerning the pro-rated fees for integration of the two software programs, he is happy to state that yes there is a pro-rated amount, based per day. Based on the quote from June 9, 2021 cost would be \$1244.54 for June 9-December 31, 2021.

Chair Sorensen asked if there were any other questions concerning the integration. Seeing none, Chair Sorensen called for a motion.

Fiscal Officer Brown made a motion to approve the Aladtec/Emergency Reporting Integration at the prorated costs.

Vice-Chair Kruzan 2nd
Motion passed 5-0

NEW BUSINESS

a. Department Update

i. Statistics

| | <u>June 2021</u> |
|--|------------------|
| TOTAL Emergency Calls | 396 |
| Fire Calls | 9 |
| Over Pressure Rupture, Explosion, Overheat | 0 |
| EMS Calls | 287 |
| Hazardous Conditions | 20 |
| Service Calls | 12 |
| Good Intent Calls | 36 |
| False Alarms | 24 |
| Severe Weather | 1 |
| Special Incidents | 7 |
| Incidents by Township | 305 |
| Bloomington | 43 |
| Clear Creek | 54 |
| Indian Creek | 8 |

| | |
|---|---------------|
| Perry | 83 |
| Van Buren | 117 |
| Incidents – Contracted Townships | 60 |
| Benton | 16 |
| Polk | 10 |
| Salt Creek | 19 |
| Washington | 15 |
| Incidents by Aid Given | 31 |
| Bean Blossom | 1 |
| Bloomington City | 16 |
| Ellettsville | 6 |
| Richland Township (EFD) | 6 |
| Greene County | 1 |
| Lawrence County | 1 |
| Owen County | 0 |
| Average Response (dispatch to arrival on scene) | 7 min 36 sec |
| Average Turnout (dispatch to enroute) | 1 min 04 sec |
| Average Time on Scene | 31 min 37 sec |

Deputy Chief Bright presented a 6-month table to the board. The breakdown showed that Station 29 is our busiest station, and Station 23 is our slowest. Calls are fairly equal amount the 3 shifts with 76% of all calls are EMS related calls. As of June 30, 2021, the district has responded to 2,086 calls. ..

Vice-Chair Kruzan asked about the severe weather-related calls. He questioned why there were not more calls associated with the severe weather we had on June 18/19 with the flooding in downtown Bloomington. DC Bright explained that based on how the call is dispatched, EMS, rescue, fire, etc. is how calls are entered into the system. He stated that there are 9 categories of calls with sub-categories within those 9. For example, a water rescue is in the 300 category which will then be listed as an EMS type call.

Vice Chair Kruzan asked if there were dispatching issues during the severe weather event recently. DC Bright explained that dispatch will not automatically call MFD for assistance when calls are being stacked within city limits. There were several incidents where our crews saw on the CAD that a rescue was needed and City of Bloomington had no crews available. Our crews asked to be attached to those calls. Without our requesting to be attached to those calls, dispatch would have just waited until City of Bloomington Fire became available. We assisted many individuals that evening/morning. Rescuing several from one neighborhood which was flooded. We were called by City of Bloomington Fire to help with a rescue of a man and dog from Clear Creek. Our rescue boats were able to be used and the man and dog brought to safety. Our resources are spread

out within the county and should have been utilized. Vice Chair Kruzan would like to follow up with dispatch. Chair Sorensen asked if public can attend the Dispatch Policy Board Meetings. Chief Dillard stated yes, the public can attend, however he explained that the Policy Board is more of a budgetary board and they only meet quarterly. Chief Dillard was appointed to the board by the County Commissioners.

Vice Chair Kruzan asked the Chief if we were represented on the Dispatch Board. Chief Dillard explained that he is member of the Dispatch Policy Board, however the Chief of Police and Sherriff are in charge of Dispatch entirely.

Vice Chair Kruzan thanked all of the firefighters for everything the department did during the recent floods.

ii. Operations

Deputy Chief Cornwell requested to purchase 18 pair of BDU technical rescue pants and 18 technical rescue helmets. This gear will be used for the Muscatatuck training that will occur in August. The training at the Urban training facility is something we have been invited to attend and will give real world scenarios of mass casualty incidents (tornado, floods, building collapses, etc.) We currently have 19 individuals who are interested in attending the training, but must have the proper gear to attend.

Deputy Chief Cornwell presented the board with a quote for BDU pants with MFD patches from Uniform House in the amount of \$1,383.30. This is a long-term investment and these will be used for more than just this training exercise.

Vice-Chair Kruzan made a motion to approve the purchase of 18 pairs of BDU pants from Uniform House in the amount of \$1,383.30.

Ms. Courtright 2nd
Motion passed 5-0

Deputy Chief Cornwell then presented the board with 3 quotes for technical rescue helmets. He explained that he asked for a quantity discount, however no one was willing to do that. The quote from Team Wendy however was lower due to the fact that the sales rep was willing to sell us the helmets at their cost, not suggested manufactures retail cost. The quote from Team Wendy for 18 technical rescue helmets is \$3995.00. DC Cornwell explained that these items will be owned by the District and will be issued to participating members in these drills.

Vice-Chair Kruzan asked if we should purchase more than 18. Chief Dillard stated that this is a good start and if we have other members

interested in becoming technical rescue certified, then we can purchase more at a later time.

Vice Chair Kruzan made a motion to approve the quote from Team Wendy for 18 technical rescue helmets in the amount of \$3,995.00

Mr. Vest 2nd

Motion passed 5-0

iii. Community Risk

Deputy Chief Coover updated the board on ongoing events. He stated that crews are currently doing fire inspections focused on commerce buildings. DC Coover spoke with INDOT concerning Harmony Road bridge and they have moved up their maintenance from 2026 to this year. We hope to have some type of barrier up before the end of the year. INDOT will have to have engineer's look at the bridge to see how to attach fencing/barriers properly.

Upcoming events/programs:

- Deputy Chief Coover stated that we are now a member of the Monroe County Suicide Prevention Coalition. We have been invited to attend the Healthy Mind Healthy Life seminar on July 31, 2021 at the Life Church from 1-5pm.
- DC Coover stated that we are now a member of the Indiana State Community Risk Reduction Task Force. MFD will be hosting a National Fire Academy Course on data analysis.
- MFD assisted the State Fire Marshal with a juvenile firesetter case in Muncie.
- The Monroe County Fair was held the last week of June. We had a very successful participation with our community outreach program. And although we don't have final numbers yet it is expected that attendance was at least 20,000 residents.
- We are specking with the Youth Services Bureau of Monroe County for updated Safe Place Program and methods to create a firm working relationship.
- This week we are hosting the Hoosier Burn Camp Teen Lake Monroe outing. This annual event is for teens who have been burned in a fire and consists of 2 days at Paynetown SRA. DC Coover stated that we will be the facilitator of this entire event moving forward.
- We participated in 3 parades on July 4, Gentry Honors, Mattatha Dr neighborhood, and Pointe Association neighborhood parade. We had exceptionally larger crowds at these small neighborhood parades.
- We had an MFD member train at camp Atterbury recently.

- One of MFD paramedics attended a USAR medical class hosted by the Indiana National Guard with the instructors from the Israeli Defense Forces.
- DC Coover thanked Mrs. Bartlett for her assistance in removing an individual from Tyler Lane (due to recent fire at the residence). DC Coover stated that the neighbors were very appreciative.
- DC Coover is working with Adult Services concerning an elderly gentleman who appears to be a hoarder/squatter. This situation has not been resolved and further updates will follow.
- DC Coover also thank Assistant Chief Bomgardner as we continue our participation in the “Back the Line” program event to be held on September 10 and 11th at Jellystone Park.

Members of the board were delighted to hear all of this. Chair Sorensen asked if in our Annual Report we can include a list of all events we participate in during the year. Ms. Courtright again stated that we need to have more social media posts about these types of events. We want to show the community all of the good things the District has going on.

iv. Training

Assistant Chief McWhorter explained that we are currently working on special operations rope rescue at the technical level. All members are participating during their shifts.

v. Emergency Medical Services – Special Operations

Deputy Chief Bright stated that we are working on guidelines and hoping to centralize items at stations. We currently have HazMat Operations stationed out of 25 and AARF operations are stationed at 29. We will be utilizing station 22 for our rope rescue operations. DC Bright is moving equipment to better facilitate the district.

b. Part-time Hiring

Chief Dillard stated that we have 10 individuals he would like to hire as permanent part-time employees. Some are current substitutes for the district, but this will give those individuals a set 12-hour schedule on a 3-day rotation. Those hired will begin either August 1, 2 or 3rd or August 16, 17 or 18, 2021 pending final clearance from legal on completed background checks. The individuals are:

- Vincent Bodkins
- Kyle Britton
- Coleman Chasteen
- Emma Culbertson
- Eric Griffin
- Schyler Memering
- Danny Percifield
- Ryan Pursell

- David Smith
- Colton Spires

Chief Dillard explained that hiring these 10 individuals will allow all shifts to have at least 2 floats. He reminded the board that we have minimum staffing at all stations that we must meet to comply with NFPA standards.

Mr. Vest made a motion to hire the 10 individuals listed as permanent part-time employees.

Ms. Courtright 2nd

Motion passed 5-0

c. Resolution 004- Electronic Meetings

Mrs. Bartlett explained that the State of Emergency has allowed the board to meet via Zoom during the COVID pandemic. However, after the state of emergency is lifted, the board cannot meet via Zoom unless a resolution is adopted. The resolution before the board is the least restrictive that Mrs. Bartlett could find. The board may change some of the things, however, there are some things that cannot be changed based on law. Chair Sorensen asked if this would have to be renewed each year or if this would be a standing resolution moving forward. Mrs. Bartlett stated that a one-time resolution is all that is needed unless the board would wish to amend or change at a later date.

Vice Chair Kruzan questioned the wording of 50% of the board must be present. Mrs. Bartlett referenced the statute and stated that yes at least 3 members of our board must physically be present at a meeting. Mrs. Bartlett stated that this applies to all meetings, regular and special. Vice Chair Kruzan asked if there was a penalty if a board member exceeded the number of electronic meetings permitted. Mrs. Bartlett will check into that.

Vice Chair Kruzan stated that the wording would need amended in section 1. The amendment would need to state: **At least 50% of all the trustees must be physically present at the location where the meeting is conducted.**

Chair Sorensen called for a motion to amend the resolution.

Vice Chair Kruzan made a motion to amend section 1 of Resolution 004-2021 to read: **At least 50% of all the trustees must be physically present at the location where the meeting is conducted.**

Ms. Courtright 2nd

Motion passed 5-0

Vice Chair Kruzan then questioned the last section stating that a trustee may not participate electronically if the meetings involve certain actions. Mrs. Courtright stated that no trustee can participate electronically for any reason in those 7 types of meetings listed.

Chair Sorensen asked if there were any more questions or concerns about Resolution 004. Seeing none, Chair Sorensen called for a motion.

Vice-Chair Kruzan made a motion to adopt Resolution 004-2021 as amended.

Ms. Courtright 2nd

Motion passed 5-0

d. Monroe Fire Protection District By-Laws

Chief Dillard stated that these are just for the board to review at this time. Chair Sorensen stated that on page 1, it should read his/her as there may be another female Chair in the future. Chair Sorensen questioned the amount of compensation a trustee may receive. Mrs. Bartlett stated that the amount was taken straight from law. Mrs. Bartlett also stated that by having by-laws in place will be very helpful as currently the board has no adopted Rule of Order (procedures for meetings). She will be researching and bring back more information for the board on that.

e. Monroe Fire Protection District Meeting Date Change

Mrs. Bovenschen stated that at the June meeting Vice Chair Kruzan had mentioned that beginning in September he had a conflict on Tuesday evenings and would not be able to meet. There was discussion about changing meetings to either a Monday or Wednesday staying with the 2nd day of the month.

Chair Sorensen called for a motion.

Fiscal Officer Brown made a motion to move the regular meetings to the 2nd Wednesday of the month beginning in September.

Ms. Courtright 2nd.

Motion passed 5-0

f. 2021 Quotes for Physicals (Medical)

Deputy Chief Bright presented the board with 4 quotes for member physicals. We currently are looking at 110 members for physicals this year. DC Bright would like to use Public Safety Medical who quoted physicals for all 110 at \$66,858.40. DC Bright explained however that this year he would like to not complete the treadmill test with the understanding that we would bring that back next year. We would maintain the resting EKG test. This will bring the cost to \$56,910.40 for this year.

Mrs. Bovenschen asked if the quote included chest x-rays? Mrs. Bovenschen explained that every 5-years, the department has completed a chest x-ray on all full-time employees. DC Bright stated that the quote did not include the chest x-rays. He would contact Public Safety Medical and ask for a quote. Ms. Courtright asked if DC Bright could estimate the cost of x-rays. He stated that if he were to guess it would be approximately \$14,000-\$15,000. There was continued discussion about the x-rays. Mrs. Bartlett reminded the board that they could vote today and they could hold a special meeting if needed to vote on x-rays.

Ms. Courtright made a motion to accept the quote from Public Safety Medical for \$56,910.40 without chest x-rays and revisit the x-rays as soon as possible.

Fiscal Officer Brown 2nd
Motion passed 5-0

Mr. Vest stated that he felt we were prolonging the physicals by waiting on additional information concerning chest x-rays. There was further discussion about getting the chest x-rays done.

Mr. Vest made a motion to approve up to \$15,000 for chest x-rays performed by Public Safety Medical.
Vice-Chair Kruzan 2nd
Motion passed 5-0

g. Former Monroe Volunteer Request

Chief Dillard stated that former president of the district volunteers, Joe McWhorter, Sr would like to request the board to help purchase a Bimini top for Marine 21. Chief Dillard explained that Joe Sr. had worked very hard during the last year for the district to purchase items for all three of the district stations, including the volunteers purchasing new vending machines for station 21, 22 and 23. The former district volunteer group also purchased a new banana ice rescue boat along with new headlights and sonar equipment for Marine 21. The former volunteers have approximately \$2100 left in their account and would like to request additional money from the district to purchase a full Bimini top for Marine 21. This top will allow for shading for crew members while they are on the lake. Many times, when marine 21 has been needed, it is generally for long periods of time out on the water. The cost of the top is \$4950 and the volunteers have \$2,050. They would like to request \$2,900 from the district. Chief Dillard stated that he is in full support of the district helping with this cost and the money would come from our cumulative fund. Mr. Vest asked if this was something that could come from our newly designated donation fund. Chief Dillard stated that if we had donations that were not already specified for use, and they were enough funds available, yes, we could use the donation fund. However, he does know that we have the money in the cumulative fund.

Chair Sorensen called for a motion.

Fiscal Officer Brown made a motion to approve \$2,900 in cooperation with the former district volunteer organization to purchase a Bimini top for Marine 21.

Vice-Chair Kruzan 2nd
Motion passed 5-0

h. 2022 Budget Initial Discussion

Chief Dillard stated that he and Mrs. Robinson along with Fiscal Officer Brown have been working on the 2022 budget. Budget worksheets are due to the county by August 9, 2021 with final changes up until September 1, 2021. Chief Dillard suggested scheduling a work session of the board prior to August 9. After much discussion it was decided that Tuesday, July 27th we would hold a work session via Zoom.

CLAIMS AND FINANCIAL REPORT

Claims:

a. Monroe Fire Protection District Claims:

Mrs. Bovenschen went over the claims for Monroe Fire Protection District. Monroe Fire Protection District Claims dated June 2, June 11, June 22, June 30, 2021 were presented for approval.

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

Chair Sorensen called for a motion to approve claims for June 2021.
Fiscal Officer Brown made a motion to approve claims dated June 2, June 11, June 22, June 30, 2021.
Vice-Chair Kruzan 2nd
Motion passed 5-0

b. District 8 Claims:

Mrs. Bovenschen went over the district 8 claims dated June 23 and June 30, 2021.

Chair Sorensen called for a motion to approve District 8 claims for June 2021.
Fiscal Officer Brown made a motion to approve claims dated June 23 and June 30, 2021.
Vice-Chair Kruzan 2nd
Motion passed 5-0

c. Financial Report:

Chief Dillard went over the June 2021 financial reports.

Fiscal Officer Brown made a motion to approve the Financial Statement dated June 30, 2021.
Vice-Chair Kruzan 2nd
Motion passed 5-0

NEXT MEETING

Chair Sorensen reminded everyone that our next meeting will be a work session on July 27, 2021 6:00pm via Zoom.

ADJOURN

Chair Sorensen called for a motion to adjourn.
Fiscal Officer Brown made a motion to adjourn at 8:17pm
Vice-Chair Kruzan 2nd
Motion passed 5-0

Dated: August 10, 2021

DocuSigned by:
Vicky Sorensen
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Vicky Sorensen, Chair

DocuSigned by:
Mark Kruzan
COD5435AB79A440...

Mark, Kruzan, Vice-Chair

DocuSigned by:
C. Ed Brown
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C. Ed Brown, Fiscal Officer

DocuSigned by:
Christina Courtright
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Christina Courtright, Trustee

DocuSigned by:
Dan Vest
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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
- Station No. 21, Bulletin Board
- Station No. 24, Bulletin Board
- Station No. 29, Bulletin Board

- 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. 23, Bulletin Board
- Station No. 25, Bulletin Board
- Station No. 19, Bulletin Board