



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 6:02p.m. EST Wednesday, December 20, 2023. The meeting was held in person at Station 25, located at 5081 N. Old State Road 37, 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. Robinson 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
Michael Baker, Fiscal Officer
Christina Courtright, Trustee
Kevin R. Robling, Trustee

Those absent were as follows: Mark Kruzan, Vice-Chair
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
Lorie Robinson, Financial Assistant
Darrell Cooper, IT Specialist
Lt. Adam Branam, MFD
FF Taylor Phillips, MFD

**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. Mrs. Robinson reported no changes 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.

MINUTES OF PREVIOUS MEETING

Minutes from the November 8, 2023 regular meeting were presented to the board for approval.

Trustee Robling made a motion to approve the minutes of November 8, 2023.

Fiscal Officer Baker 2nd

Motion passed 4-0

UNFINISHED BUSINESS

Annual Items for Review

- a. Personnel Handbook

Chief Dillard started to explain each of the changes requested to the personnel handbook. Trustee Robling stated that there was no need to go through each change unless someone had a question. Trustee Courtright only asked for clarification on one revision.

In regards to the Disciplinary Action revision the only change was the language concerning the public safety board as identified in Indiana Code 36-8-3-4.

Chief Dillard explained during the last legislative session Fire Districts were added to three sections of the Indiana Statute. The public safety statute implies that the board is the public safety board. Chief Dillard explained that by adding this wording, it clarifies that you the Board of Trustees are the public safety board for the Fire District.

Trustee Robling stated that he had spoken with legal counsel last week concerning this and he concurs with the inserting this language. Trustee Courtright asked if in the code where it refers to public safety board it describes the board of trustees? Legal Counsel Bartlett explained that the code doesn't really give a definition. She explained the code explains what the public safety board will do, what the board is in charge of deciding in regards to personnel termination decisions. The code does not really say who the public safety board is for a Fire District.

Trustee Robling made a motion to approve changes to the personnel handbook as presented.

Trustee Courtright 2nd

Motion passed 4-0

b. Salary Ordinance 001-23

Chief Dillard explained all changes to the Salary Ordinance for 2024.

Trustee Robling asked for explanation of the Ride Out Pay. Chief Dillard explained that individuals who are currently chauffeurs can ride the seat of officer for part of a shift or a whole shift and receive extra compensation.

Trustee Robling made a motion to approve Salary Ordinance 001-23 as presented.

Trustee Courtright 2nd

Motion passed 4-0

c. 2024 Meeting Schedule

Chief Dillard explained that Administrative Assistant Bovenschen prepared two options for the 2024 meeting schedule. Option 1 included a budget work-session in August and the October meeting as normal. Option 2 included a budget work-session in August and the October meeting to be held as the budget adoption at the county.

Trustee Robling made a motion to approve the 2024 meeting schedule with the change of December meeting to be on December 4th instead of December 11th.

Trustee Courtright 2nd

Motion passed 4-0

DEPARTMENT UPDATES

Department Updates

a. Legal Updates

Legal Counsel, Christine Bartlett stated that she has been working with the Chief on several items, but nothing to discuss this evening.

b. Statistics

| | <u>Oct 2023</u> | <u>Nov 2023</u> |
|--|-----------------|-----------------|
| TOTAL Emergency Calls | 372 | 371 |
| Fire Calls | 17 | 39 |
| <i>Structure</i> | 2 | 5 |
| <i>Vehicle</i> | 5 | 4 |
| <i>Wildland</i> | 7 | 17 |
| <i>Other</i> | 3 | 13 |
| Over Pressure Rupture, Explosion, Overheat | 0 | 1 |
| EMS Calls | 217 | 209 |
| <i>Medical</i> | 134 | 136 |
| <i>EMS Crew Assist</i> | 56 | 43 |
| <i>Motor Vehicle Accidents</i> | 27 | 30 |

| | | |
|---|---------------|---------------|
| Hazardous Conditions | 29 | 23 |
| Service Calls | 49 | 40 |
| Good Intent Calls | 40 | 33 |
| False Alarms | 19 | 19 |
| Severe Weather | 0 | 0 |
| Special Incidents | 1 | 7 |
| Incidents by Township | 328 | 327 |
| Benton | 19 | 20 |
| Bloomington | 29 | 26 |
| Clear Creek | 29 | 35 |
| Indian Creek | 9 | 3 |
| Perry | 89 | 104 |
| Van Buren | 137 | 122 |
| Washington | 16 | 17 |
| Incidents – Contracted Townships | 25 | 18 |
| Polk | 7 | 4 |
| Salt Creek | 18 | 14 |
| Incidents by Aid Given | 19 | 26 |
| Bean Blossom | 0 | 1 |
| Bloomington City | 4 | 1 |
| Ellettsville | 0 | 4 |
| Richland Township (EFD) | 12 | 10 |
| Greene County | 3 | 9 |
| Lawrence County | 0 | 0 |
| Brown County | 0 | 1 |
| Owen County | 0 | 0 |
| Morgan County | 0 | 0 |
| EFD AID Received – November | | 51 |
| AID Received - Year to Date | | 138 |
| Average Response (dispatch to arrival on scene) | 7 min 25 sec | 7 min 45 sec |
| Average Turnout (dispatch to enroute) | 1 min 02 sec | 1 min 07 sec |
| Average Time on Scene | 26 min 52 sec | 32 min 25 sec |

SOR (Statements of Refusal) signed: 3

c. Emergency Medical Services – Special Operations

Deputy Chief Bright updated the board on EMS/Special Operations

Current Situation:

- Working on Brush/EMS Squad combination

Accomplishments:

- Received report on annual employee physicals

Planned Activities:

- Finalize ambulance billing partnership

Fiscal Officer Baker asked if IU Life Line had reached out for a second meeting. Deputy Chief Bright explained that he had sent a request and was told a meeting could happen in January 2024.

d. Operations

Deputy Chief Cornwell updated the board on Operations

Current Situation:

- Tender 22 - pump is in and placed on the apparatus however no time for return
- Engine 29 – leaking oil (under warranty) – is now back in service

Accomplishments:

- Hydrostat testing for 2018 SCBA bottles have been completed
- Flow testing of all air packs and masks have been completed
- Ladder testing completed – Station 25 Gold shift was tremendous help
- Work Orders completed 24, Minor 12, Moderate 10 and Major 2

Planned Activities:

- Make up testing of bottles that missed hydrostat testing

Trustee Robling questioned if the length of time that Tender 22 has been out of service and if we had an anticipated in-service date. Deputy Chief Cornwell explained that with this situation, this company was the only one that would do the work. We use multiple companies for repairs. Chief Dillard explained that he feels the company is trying to do the work in the quickest manner possible.

Trustee Robling asked about Rescue 21. Deputy Chief Cornwell stated that maintenance has put the hydraulic hoses on and is finishing up the service. Trustee Robling asked about Engine 43. Deputy Chief Cornwell stated it is back. Maintenance will service before placing back in service.

e. Training

Assistant Chief Deckard updated the board on Training:

Current Situation:

- MFD Fire Instructors meeting to plan state certification classes for 2024 within IDHS District 7 (7 counties represented)

Accomplishments:

- Total Training hours for November: 2,217.65
 - Full Time Personnel: 1,714.75
 - Part Time Personnel: 475.15
 - Volunteer/Substitutes: 27.75

Planned Activities:

- Ice Rescue
- Preparing for Fire Scene Investigations with salvage and overhaul

Trustee Courtright asked how many elevators that go above two floors are within our district? Assistant Chief Deckard stated that the District has four.

f. Community Risk Reduction

Deputy Chief Coover updated the board on Community Risk Reduction.

Current Situation:

- Considering the potential of a Mobile Crisis Response Team as a partnership with the Indiana Department of Health and Center Stone

Accomplishments:

- Attended Monroe County Childhood Conditions Summit
- Completed
 - 33 inspections
 - 56 re-inspections
 - Six new construction inspections
 - Three plan reviews
 - Added 15 new occupancies

Planned Activities:

- Initiate the potential for CISM team from mental health providers to assist with fire department members' well being

Trustee Courtright asked for clarification of new occupancies, is this commercial building's? Deputy Chief Coover stated that those are commercial building that are not in our database.

Trustee Robling asked when/how we would need to refer someone to Adult Protective Services? Deputy Chief Coover explained that our referral would usually comes from our crew after going to a medical call or sometimes a lift assist call. Adult Protective Services helps get care for individuals in need.

g. Administrative Report

Chief Dillard updated the board on Administrative activities:

Current Activities:

- 2024 Health Insurance re-enrollments
- Working with Community Risk Reduction to develop a Fire Inspection Program to meet the needs of the community where voids existed prior to having a Fire Marshal

Accomplishments:

- Onboarded three additional full-time firefighters, exhausting the current hiring list
- Held two 1977 Fund pension board meetings to review and adopt bylaws in preparation for 2024
- Assisted Lakeview Elementary PTO in a fundraiser for the school by providing a "ride to school in a fire truck" for their silent auction
- Santa Parades will continue through the remainder of December

- January 16, 2024 we will host a ceremony honoring Recruit Class 003 and formally ending their probationary period at Station 25 beginning at 6pm
- Research and Development organizational meeting and plan schedule for first quarter of 2024
- Shop with a Fire Fighter

Personnel Report:

- Hiring – 0
- Promotions – 0
- Hiring - 3
- Resignations – 0

Chair Sorensen asked for clarification on working with community risk reduction on fire inspection program. Chief Dillard explained that the fire inspections we are currently doing, we have received calls asking what we are exactly looking at when we inspect. Chief Dillard and Deputy Chief Coover want to develop an actual written procedure so that when we go out and inspect, companies are fully aware of what we are looking at. Chief Dillard stated that for the last 50 years, the departments didn't have fire inspection staff and now we have it. We are encountering incidents where the fire inspector goes out and the business states that when the firefighter came previously (prior to 2021) he said everything was fine. We want to have something in writing to be able to give to businesses so they understand what they should expect.

NEW BUSINESS

a. Year End Transfers & Encumbrances

Financial Assistant Robinson explained that typically at this time she would be asking for category transfers, which require board approval, would need to happen. However, this year, there are no category transfers needed. Financial Assistant Robinson stated that she did need to do a few transfers within the categories to clean up a few lines so that no negative balances were in any lines. Financial Assistant Robinson would like the boards approval to move funds within the category so that no line is in the negative at years end.

Trustee Robling made a motion to allow Financial Assistant Robinson to move appropriations by years end within category lines so that no line was in the negative.

Trustee Courtright 2nd

Motion passed 4-0

Financial Assistant Robinson stated that in January we will have the four trucks, the 17 sets of gear and rope equipment list and a few other miscellaneous items to encumber. Trustee Robling asked if we could wait until the January meeting to encumber funds from 2023? Financial Assistant Robinson stated that previously when she was employed by the County that they their encumbrances were done in January, and that MFD encumbrances were done in January of 2023.

b. Rainy Day Fund Transfer

Financial Assistant Robinson stated that we have had a good year and we would like to transfer funds that don't exceed 15% of our budget. Financial Assistant Robinson stated that we would like to transfer up to \$1,500,000 unused and unencumbered funds from the General Fund to the Rainy Day Fund.

Trustee Robling made a motion to transfer up to \$1,500,000 from the General fund to the Rainy Day fund.

Trustee Courtright 2nd

Motion passed 4-0

c. Year End Purchases

Chief Dillard explained that we are asking for your approval retroactively for the Big Tex 14LP dump trailer for \$10,774.00. When we arrived on Friday to purchase, the trailer had actually been sold twice and we were first to arrive. The other individual had been quoted a higher price, however since we had our quote in hand they honored it and we purchased.

Chief Dillard explained that had our meeting occurred on time last week, the dump trailer would have been approved and we wouldn't be asking retroactively. However, it did make us aware that there are not thresholds set by the board for approval of purchases. In 2024 we will be writing a policy that defines our requests.

Trustee Courtright asked what we would use this for. Chief Dillard explained that we have had to rent dump trailers multiple times this year with the remodels and for live fires. This is a good long-term investment.

Trustee Robling made a motion to approve the Big Tex dump trailer in the amount of \$10,744.00 retroactively.

Trustee Courtright 2nd

Motion passed 4-0

FINANCIALS

a. Financial – Claims

Financial Assistant Robinson asked to correct the Scribner's error for the October 30 claims. Financial Assistant Robinson presented claims signed November 6, 8, 8, 17 and 27.

Trustee Robling made a motion to approve the Scribner's error on the claims for October 30, 2023 and claims for November 2023 as presented.

Fiscal Officer Baker 2nd

Motion passed 4-0

b. Payroll

Included the semi-monthly payrolls for November 2023.

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

Trustee Courtright 2nd

Motion passed 4-0

c. Financial – Statement

Financial Assistant Robinson stated that the budget can be spent by 92% for this time of the year, currently we have spent 78% for the General Fund and 54% for the Cumulative Fund.

Trustee Robling made a motion to approve the General Fund Summary as presented for November 30, 2023.

Trustee Courtright 2nd

Motion passed 4-0

Trustee Robling made a motion to approve the Cumulative Fund summary as presented for November 30, 2023.

Trustee Courtright 2nd

Motion passed 4-0

ADDITIONAL COMMENTS

There was discussion about encumbrances being done in January. Legal counsel stated that items that we have a purchase order or contract in place for items and the board has already approved the purchase.

Trustee Robling moved to approve that the Chief be allowed to encumber funds necessary to fulfill obligations already made by contract or purchase order and previously approved by the board not received this year to be paid out of 2023 funds in 2024.

Trustee Courtright 2nd

Motion passed 4-0

NEXT MEETING

Chair Sorensen stated that the next meeting will be in person on January 10, 2024 at Station 21, located at 9094 S. Strain Ridge Road, Bloomington, IN. The meeting will also be held via zoom.

Chair Sorensen thanked the members of Station 25 black shift for attending the meeting this evening.

ADJOURN

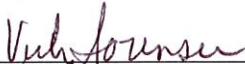
Chair Sorensen called for a motion to adjourn.

Trustee Robling made a motion to adjourn at 7:05pm

Motion passed 4-0

Minutes approved by the board of trustees on January 10, 2024:

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
Mr. Michael Baker, Fiscal Officer
Mr. Kevin R. Robling, Trustee
Mr. Dustin Dillard, Fire Chief
Mrs. Christine Bartlett, 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
Ms. Christina Courtright, Trustee
Mr. Daniel Vest, Trustee
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