



Monroe Fire Protection District



MINUTES OF MEETING OF THE BOARD OF TRUSTEES

Vice-Chair Kruzan called the meeting of the Board of Trustees of the Monroe Fire Protection District to order at 6:00 p.m. EST Wednesday, October 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:

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

Those absent were as follows:

- Vicky Sorensen, Chair (arrived at 6:28pm)

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
- JJ McWhorter, Assistant Chief of Training
- Tammy Bovenschen, Administrative Assistant MFD
- Lorie Robinson, Financial Assistant MFD
- Darrell Cooper, IT, MFD
- Christine Bartlett, Attorney, Ferguson Law
- Jeff Combs, House Captain, MFD

**HEADQUARTERS
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BLOOMINGTON IN
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CHANGES OR AMENDMENTS TO THE AGENDA

Vice-Chair Kruzan asked if there were any amendments or changes to the agenda.

PUBLIC COMMENT

Vice-Chair Kruzan 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, Vice-Chair Kruzan requested Mrs. Bovenschen not to read.

MINUTES OF PREVIOUS MEETING

Minutes from the September 15, 2021 regular meeting, were presented to the board for approval. Vice-Chair Kruzan asked if there were any questions or comments concerning the minutes. Seeing none, Vice-Chair Kruzan called for a motion to approve the minutes.

Fiscal Officer Brown made a motion to approve the minutes of September 15, 2021 regular session as presented

Ms. Courtright 2nd

Motion passed 4-0

OLD BUSINESS

a. Legal Updates

Mrs. Bartlett informed the board that the Governor extended the State of Emergency until October 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 October.

Mrs. Bartlett stated that they have started working on transferring the land from Benton Township. There have been some issues with the title, and have a surveyor working through the issues.

b. ISO Review

Chief Dillard explained that we still have not heard back from ISO. We are near the end of the 6-month window, which is the timeline ISO had given us. If Chief Dillard doesn't hear back in early November, he will reach out to John Beard from ISO to see what is the delay.

c. MFD By-Laws

Vice-Chair Kruzan asked if this item still needed to be on the Agenda. Mrs. Bartlett stated that we should place on the agenda each January as a review and reaffirm the by-laws.

d. VISA Card for Administrative Office

Mrs. Robinson stated that we have not ordered the card as of yet, due to a large number of items on the current cards. Mrs. Robinson will be getting the card ordered and limits changed in November.

e. Peoples State Bank Authorized Signature cards

Mrs. Robinson informed the board that the cards have been signed and sent to the bank. We hope that by next week Vice-Chair Kruzan will be an authorized signer.

f. Township Fire Protection Contracts

Mrs. Robinson informed the board that the contracts signed by MFPD have been sent to both Polk and Salt Creek township trustees. We have not received anything back from their boards as of today.

g. Additional Appropriations

Mrs. Robinson stated that we went before the County Council on Tuesday, October 12 and our additional appropriations were approved unanimously. Mrs. Robinson will send the paperwork to DLGF (Department of Local Government Finance). This appropriation of \$345,000 will be appropriated from the SAFER grant.

h. Station 25 Lawn Mower

Chief Dillard informed the board that the mower has been purchased and is in use at Station 25. The crews have stated that they can cut the grass in 1/2 the time and it is a much smoother ride.

i. Monroe Fire Volunteer Contract

Chief Dillard informed the board that the contract has been fully executed and signed by the Volunteer organization.

NEW BUSINESS

a. Department Update

i. Statistics

	<u>September 2021</u>
TOTAL Emergency Calls	347
Fire Calls	20
Over Pressure Rupture, Explosion, Overheat	2
EMS Calls	266
Hazardous Conditions	12
Service Calls	8
Good Intent Calls	22
False Alarms	14
Severe Weather	0
Special Incidents	3
Incidents by Township	287
Bloomington	29
Clear Creek	32
Indian Creek	15
Perry	97
Van Buren	114

Incidents – Contracted Townships	53
Benton	16
Polk	4
Salt Creek	18
Washington	15

Incidents by Aid Given	7
Bean Blossom	0
Bloomington City	1
Ellettsville	2
Richland Township (EFD)	0
Greene County	2
Lawrence County	1
Brown County	1

Average Response (dispatch to arrival on scene)	7 min 35 sec
Average Turnout (dispatch to enroute)	1 min 03 sec
Average Time on Scene	31 min 08 sec

ii. Administrative Report

Chief Dillard informed the board that we are still waiting on 2022 government pricing for new vehicle purchasing. Hopefully we will have the pricing available soon, as we would like to bring small vehicle purchases to the board in November.

Chief Dillard stated that we have offered seven individuals’ full-time positions for next year, six will staff Station 26 in Washington Township and the seventh is for a current firefighter who will retire in January. We have scheduled four of those individuals for 1977 Fund physicals, three of the candidates are already in the 1977 Fund and will transfer from other departments within the state. We have scheduled a recruit orientation and training beginning November 1 for a two-week period.

Chief Dillard stated that we have been working on the Personnel Handbook, working through the final adjustments. Once completed we will forward to the Board for review and ultimately to be voted on.

Mrs. Bovenschen mentioned to the board that we have Pink Breast Cancer shirts available if any board member would like one.

Ms. Courtright asked if the delays in government pricing have anything to do with the entire automotive industry delays this year. Chief Dillard stated that yes, he does believe that is the issue with the pricing. Chief Dillard stated that we get to use State Government pricing, which hasn’t been set for 2022.

iii. Operations

Deputy Cornwell updated the board on the UTV that had been damaged. It has been sent for repair and we hope to have back in the next two weeks.

Engine 22 headrest seat graphics were sent for approval. Chief Dillard and Deputy Chief Cornwell reviewed and approved.

Deputy Chief Cornwell has been inventorying all of the rescue tools and loose equipment throughout the district. There are some pieces of equipment that will be serviced soon and placed in the appropriate apparatus.

Deputy Chief Cornwell updated the board on recent orders. We are still looking at the late October for the gear order to arrive. The five backpack blowers have been ordered and placed in service. We have replaced the headset on Marine 21.

Deputy Chief Cornwell has ordered new living room chairs for Station 39. When the building was given to the district, the furniture was from the old Station 19, which was all quite worn down. We have ordered 4 new recliners with the MFD logo on the headrest. These recliners should arrive in 6-8 weeks.

Deputy Chief Cornwell stated that Battalion Chief Gillespie has been working on High-Rise Packs and Hydrant Bags. These will be used as a grab and go bags for each apparatus. Battalion Chief Gillespie has ordered a few items to test out, prior to ordering a large quantity at once.

Ms. Courtright asked if the UTV was used in rescue operations and if so, what can we do to replace that item while it is out of service. Deputy Chief Cornwell stated that we do have other UTV's which will be used for any emergencies that arise. The UTV in for repairs is used at the Bloomington Speedway during each race, however races have finished for the year.

Ms. Courtright asked what exactly is a High-Rise Pack. Deputy Chief Cornwell explained that it is a bag that will carry 200 feet of hose, nozzles, and equipment needed for interior attack.

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. We have asked requested from dispatch how many times we are out of town ambulances responding into Monroe County.

Deputy Chief Bright is also looking into the tiering of how medical calls are dispatched. Our crews are concerned that the Alpha calls, which should be the least severe of any medical call, really should have been dispatched as a higher call (Bravo, Charlie, Delta). Deputy Chief Bright is reviewing call types and our reports after the incident to see if some EMS Alpha calls should have been sent out as a more severe call.

Deputy Chief Bright stated that Mrs. Bovenschen worked with him to get all personnel signed up for blood work in November and physicals in December. Currently things are going very smoothly.

Deputy Chief Bright stated that life jackets have been ordered and are starting to arrive. All items will be placed in service as received. Deputy Chief Bright has also order ropes for rescue.

Vice-Chair Kruzan stated that he has not forgotten the dispatch issues we have expressed. He did have a Zoom meeting set up to speak about dispatch issues, however the meeting was cancelled due to a death in the family.

Vice-Chair Kruzan asked about the out of county dispatch of ambulances. Deputy Chief Bright stated it could be multiple issues as to why out-of-county ambulances are being dispatched. It could be the Monroe ambulances are doing transport, or they are on another call. Simply stated, IU Health is running out of trucks. The back up for IU Health ambulances is Ellettsville Fire Department. It seems to be happening more frequently where Monroe ambulances are not available. Vice-Chair Kruzan asked if Ellettsville Fire is equipped to do transports. Deputy Chief Bright explained that Ellettsville's ambulances are from IU Health, and are used as back-up, they have one at Station 81 and Station 71. Vice-Chair Kruzan asked if dispatch could code something differently so that this type of information could be tracked. Deputy Chief Bright stated that it is possible, however he is not sure how they would go about gathering that information.

Chair Sorensen arrived to the meeting.

v. Community Risk

Deputy Chief Coover updated the board on ongoing events.

- INDOT – Deputy Chief Coover has meet with INDOT in order to finalize the take-over of the fire district access point on Burch Road and to look into potentially finding additional locations that would be adventitious for access in the future. Deputy Chief Coover will be working on the permits required for the Burch Road gate updates.

- State Fire Marshal has asked to visit all of MFD stations, Deputy Chief Coover is working with him to find a time to come to Bloomington for a visit.
- We are reviewing the curriculum for the initial fire investigation for the first responder with Wade Walling, who is the director of Fire and Public Safety Academy for Indiana.
- Deputy Chief Coover is regularly attending the Community Risk Reduction Coalition meetings for idea sharing throughout the state.
- Homebound Hoosier vaccination delivery is now on a bi-weekly schedule. There is some consideration of doing booster shots through this program as well.
- Deputy Chief Coover delivered the Critical Incident Stress Management program to spouses and significant others of the fire department. This was received very well. There may be an additional class set up for those who could not attend.
- Deputy Chief Coover is waiting on a search warrant to return.
- We will be posting on social media any fire cause once determined with methods of preventing.
- We are currently working with IVY Tech on new curriculum for the Homeland security degree program which will encompass fire, police and ems as an introduction to terrorism course. This could also expand to additional courses which would be formatted for all three disciplines.
- We are hoping for a sharing of resources for potential paramedic program exclusively for Monroe Fire Protection District at IVY Tech.
- Deputy Chief Coover stated that we have completed 45 pre-plan inspections at local businesses.
- Currently working with Adult Services to get information to them on citizens requesting assistance.
- Deputy Chief Coover attended the monthly in service with the Monroe County Suicide Prevention Coalition.
- Deputy Chief Coover has met with MCCSC about an anti-bullying program.
- Deputy Chief Coover has been contacted concerning a juvenile fire setter.
- Deputy Chief Coover listed all events we have completed during the month of October – fire prevention month.
- Deputy Chief Coover stated we are currently beginning to initiate for limited access right-of-way (LARW) for I69 North for Station 26 when it is completed.
- We are a potential hose for the State Fire Marshal's Fire and Life Safety Educator Conference.

- We will be coordinating a training and a scenario for the Bloomington Police Department negotiators. The topic will be suicidal persons.
- Deputy Chief Bright is working with Monroe County EMA and initializing planning for next year's Safety Calendar and Events.

Ms. Courtright thanked Deputy Chief Coover for his continued efforts in keeping social media updates on the events. Deputy Chief Coover stated that Battalion Chief Allen, who is also the public information officer, keeps the posts updated on our social media.

vi. Training

Chief Dillard spoke for the training division as Assistant Chief McWhorter was not available due to testing. During the month of September, 3,135 hours of training was completed. 2,231 of those hours were by full-time firefighters. Upcoming in October:

- Personnel will be attending a Nozzle Forward Class hosted by the Indianapolis Fire Department and will take place at Wayne Township Fire Department. This class is put on by experienced instructors teaching advanced techniques for fire hose advancement.
- We will be hosting Advance Rescue Solutions for two days this month and they will be teaching our Operations personnel some new skills for raising and lowering systems for patient removal as well as a refresher course for our more experienced technician level personnel.
- We have several personnel signed up to attend a building construction symposium hosted by Washington Township/Avon Fire Department. This is an annual class that the training chief of Avon puts together with instructors from across the United States that specialize in different components of building construction to speak as a three-day conference. We have had personnel attend this conference over the last few years.
- We have two stations participating in auto extrication this month. This will be conducted for three days for each station for a total of six days. This training is being hosted by Ken's Westside Towing at their storage lot. Ken's is a very important asset to our department and provides all of our cars for this type of training.
- We are finalizing our process for a two-week recruit class for the new hires coming in November. This will consist of two full weeks of attending classes which range from physical evolutions, to classroom sessions. The recruits will be spending a night during class with crews at a different house to learn the etiquette of being part of the team as well as how the camaraderie is around the

kitchen table and the tasks that we complete every night as a member of the District. Various ranks of the department are assisting with this class as well as an outside instructor.

- We have received back two asbestos reports, both clear, for potential structures to burn. We hope to have live fire training in November of those properties.

b. Server Infrastructure Upgrade

Mr. Cooper, IT Specialist presented the board with a recommendation to purchase equipment for a new server to be located at the administrative complex. Mr. Cooper explained each piece of equipment needed in detail and the purpose of the equipment.

Fiscal Officer Brown made a motion to approve the purchase of the Dell component of the server upgrade.

Chair Sorensen 2nd

Motion passed 5-0

Fiscal Officer Brown made a motion to approve the software components for the server upgrade.

Chair Sorensen 2nd

Motion passed 5-0

Fiscal Officer Brown made a motion to approve the rack system components for the server upgrade.

Chair Sorensen 2nd

Motion passed 5-0

c. Hiring of Full-Time Firefighters

Chief Dillard explained that we have extended conditional offers of employment pending 1977 PERF physicals to seven individuals. Chief Dillard listed the names of the seven new candidates for hire:

1. Joshua Strange
2. Joshua Fowler
3. Andrew Whittington
4. Nicholas Kerr
5. Eric Griffin
6. Seth Knapp
7. Ryan Pursell

Five of the candidates will need physicals, however two are lateral transfers and will not need physicals. The lateral transfers are Joshua Strange and Joshua Fowler.

d. Promotion Process

Chief Dillard explained that we are conducting testing tonight for the Lieutenants and Sergeants promotional process. We will be interviewing those that pass with 70% or higher score on the test. Interviews will be conducted on Wednesday, October 27.

Chief Dillard stated that if any board member would like to attend or participate in the Interview process, please contact Chief Dillard.

e. I-69 Emergency Action Gate Quote

Chief Dillard explained to the board that we currently have an emergency action gate at Burch Road and I-69. The current gate system is a two-process system, with a gate on Burch Road and a gate at I-69 entrance. After conversations with INDOT, Deputy Chief Coover has received permission for us to maintain the gate access. We would like to put a sliding gate, with electronic capabilities, so that we can open and close with a remote. By changing the gate system, it will allow crews to access I-69 more quickly. The current gate system requires a crew member to get out of the truck, unlock the gate, swing the doors open, let the apparatus through, then go to the second gate and repeat. It was noted that during the winter months, the gate carabiners and locks can be frozen and on very windy days, the gates may swing back and hit the apparatus. Chief Dillard stated that in an emergency situation, 3 or 4 minutes can be the factor in saving someone's life.

Mrs. Bovenschen went over the quote. The total quote was for \$4,300 which include 1 22-foot custom made gate with 5 terminals and hardware for \$3,000 and 1 solar powered gate opener with two remotes for \$1,300. This quote comes with a one-year limited warranty and will support up to 120 emotes to be programmed for future growth if needed. Chief Dillard stated that the individual has offered to install the gate at no additional cost.

Vice-Chair Kruzan asked for questions from the board. Ms. Courtright asked where the two remotes will be located. Chief Dillard explained that the remotes will be located on apparatus from Station 39, as they are the first to respond. Once we have responded, the gates will be left open for any additional crews that would need to use that access point. Upon exiting I-69 the same remotes will be used to closes the gate. Chair Sorensen asked what line from the budget this would be paid for. Chief Dillard explained this will come from the cumulative fund. Vice-Chair Kruzan asked if there was a manual override on the gate. Chief Dillard explained that yes, there would be a manual override.

Vice-Chair Kruzan called for a motion.

Chair Sorensen made a motion to approve the Solar Emergency Gate for I-69 as quoted for \$4,300 to be taken from the cumulative fund.

Ms. Courtright 2nd

Motion passed 5-0

Vice-Chair Kruzan stated that this is another example of pro-active leadership by the Chief and members of the staff.

CLAIMS AND FINANCIAL REPORT

Claims:

a. Monroe Fire Protection District Claims:

Mrs. Robinson went over the claims signed August 26-28, August 29-September 9, September 9-September 16, September 17-23 and September 24-29, 2021.

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

Vice-Chair Kruzan called for a motion to approve claims for September 2021. Fiscal Officer Brown made a motion to approve claims dated August 26-28, August 29-September 9, September 9-September 16, September 17-23 and September 24-29, 2021.

Chair Sorensen 2nd
Motion Passed 5-0

b. District 8 Claims:

Mrs. Robinson stated there are no District 8 claims.

c. Financial Report:

Mrs. Robinson went over the Financial Report dated September 30, 2021. Mrs. Robinson stated that we should have expended 75% of our budget. We have currently expended 69% of the budget overall. Mrs. Robinson stated that everything is in line for the cumulative fund.

Mrs. Robinson stated that at the November meeting she will bring her year-end projections to the board.

Mr. Vest made a motion to approve the Financial Report for September 30, 2021.
Fiscal Officer Brown 2nd
Motion passed 5-0

NEXT MEETING

Mrs. Bovenschen stated that the next meeting will be the budget adoption by the Monroe County Council on Tuesday, October 19, 2021 via zoom beginning at 5:30pm

Vice-Chair Kruzan mentioned that while dealing with the County Council, the presentations by the district have been very informative for the public. This just shows the credibility of the Chief, Mrs. Robinson and the entire district staff who have worked diligently on the budget.

ADJOURN

Vice-Chair Kruzan called for a motion to adjourn.
Fiscal Officer Brown made a motion to adjourn at 8:01pm
Motion passed 5-0

Dated: October 13, 2021

Aye:

Vicky Sorensen, Chair

Mark, Kruzan, Vice-Chair

C. Ed Brown, Fiscal Officer

Christina Courtright, Trustee

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
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