



## MINUTES OF PREVIOUS MEETING

Minutes from the July 14, 2020 regular board meeting were presented to the board for approval. Mr. Bomgardner called for a motion.

Mrs. Sorensen made a motion to approve the minutes of July 14, 2020.

Mr. Brown 2<sup>nd</sup>

Motion passed 3-0

## OLD BUSINESS

### a. District 8 Fiscal Agent

Chief Dillard stated that there are no current updates for District 8

### b. Legal Updates

#### i. Background Checks

Mrs. Bartlett explained that the district wanted to insure that we are meeting all requirements for background checks. Ferguson Law will do a federal case search for all employees of Monroe Fire Protection District. The contract for services for current district employees and future employees presented tonight will allow for Ferguson to complete these background checks. After further discussion it was decided that these should be done prior to the merger and that each department will pay for their current employees.

Mr. Brown moved to accept the Contract for Servicers and User Certification forms presented by Ferguson Law.

Mrs. Sorensen 2<sup>nd</sup>

Motion passed 3-0

#### ii. Resolution for Merger

Mrs. Bartlett stated that this is just information for the board to look over and that there should be no vote today.

This resolution will allow for personnel records to be transferred to Monroe Fire Protection District. This will also allow for a one time transfer of PTO time. Due to COVID we may want to increase the sell back of PTO time this year.

This is a working resolution. There may be many things that need to be added to this resolution prior to December 31.

### c. Monroe Fire Protection District Future

Chief Dillard stated that they are in the final phase of budgeting with Washington Township. Chief Dillard stated that all of the informational meetings with Benton Township have been completed and we are now in the 30 day remonstrance period. Chief Dillard stated that there were some issues with the postcards received back

from Benton Township residents. The Auditor's office didn't count some of the postcards.

Chief Dillard stated that Washington Township have requested some information on station configurations. They expect to build a fire station by 2022.

Mr. Bomgardner wanted to inform the board that Northern Monroe Fire Territory station 35's lease is up on September 10. All apparatus and personnel will be moving. Mr. Bomgardner will keep the board informed.

**d. Ladder Truck Purchase**

Chief Dillard stated that the loan did go through Old National Bank at 1.99%. The loan will be secured after a few more things are completed with the paperwork.

**e. MFD Positions**

**i. Training Captain**

Chief Dillard stated that the job description for this position is needing approved.

Mr. Brown moved to approve the Training Captain job description.

Mrs. Sorensen 2<sup>nd</sup>

Motion approved 3-0

**ii. Sergeant**

Chief Dillard stated that the draft job description for this position was emailed to the board months ago. He is needing approval this evening

Mrs. Sorensen moved to accept the Sergeant job description

Mr. Brown 2<sup>nd</sup>

Motion passed 3-0

**iii. Chauffer**

Chief Dillard stated that the job description for this position was approved earlier this year. We are just reformatting for merging departments to be able to apply.

**iv. Appointments**

Chief Dillard listed the individuals up for appointment:

David Allen – Training Captain

Sergeants – Adam Branam, Bryan Crandall, Tommy Goodwin, Joe Hillenberg, Jaydon Hoffman, Steven Medley, Ben Slinkard, and Jeff Tatlock.

Mr. Bomgardner called for a motion to approve the individuals up for appointment.

Mr. Brown made a motion to accept the listed individuals for the appointment of training captain and sergeants

Mr. Bomgardner 2<sup>nd</sup>

Motion passed 3-0

**f. COVID-19 Information**

Mrs. Robinson stated that we have submitted the regional grant with other departments. We are still tracking COVID -19 expenses and have until August 31 to submit.

**g. Community Ambulance Discussion**

Chief Dillard met with residents from Eagle Pointe concerning an ambulance located at Station 21. There were approximately 75 concerned citizens. Kelly Mullis, BHAS was also in attendance. She will speak with BHAS administration about having an ambulance housed at Station 21 and will get back with Chief Dillard when she has more information.

**New Business**

**a. Department Updates**

Chief Dillard stated that we will go over statistics at our next meeting..

<b>i. Fuel Costs</b>	<b><u>July</u></b>	<b><u>Year to date</u></b>
Station 11	\$ 856.62	\$ 6,532.62
Station 21	\$ 813.02	\$ 5,105.08
Station 23	\$ 208.61	\$ 1,510.98
Command	<u>\$ 391.37</u>	<u>\$ 2,392.20</u>
<b>Total Fuel Costs</b>	<b>\$2,269.62</b>	<b>\$15,540.88</b>

**b. 2021 MFPD Budget**

Chief Dillard went over with the board the proposed 2021 budget. Chief Dillard went line by line for the board explaining what each budget line was and why the increase/decrease of each line. There may be a need to change the Administrative pay line, due to an adjustment based on the county's administrative pay scale.

The board had a few questions concerning the budget amount. Chief Dillard was asked if we believe that we are on projection for what Baker-Tilly had presented during the merger discussions with Van Buren and NMFT. Chief Dillard stated that yes. Chief Dillard did point out that our tax rate will be determined after the township monies are allotted to the district.

Chief Dillard does feel that we will need to secure a loan for the first six months of 2021. Mrs. Sorensen asked if Bloomington Township or Van Buren Township have discussed their last settlement for fire service and if they are planning to give any money to the district. Chief Dillard stated that there has been discussion, but no amount has been set.

Chief Dillard noted that we have to enter all budget information by August 31, 2020 into gateway. Mrs. Sorensen believes that we should approve the budget as presented with the exception of the change to the administrative pay line. Mr. Brown agreed.

Mr. Bomgardner asked if there was any other discussion on the 2021 Budget.

Mr. Brown made a motion to accept the 2021 Budget as presented with the exception of the Administrative Assistant pay line.

Mrs. Sorensen 2<sup>nd</sup>  
Motion approved 3-0

## **Claims and Financial Report**

### **Claims:**

#### **a. Monroe Fire Protection District Claims:**

Mrs. Robinson went over the claims for Monroe Fire Protection District. Monroe Fire Protection District Claims dated July 23, July 29, July 30 and August 10, 2020 were presented for approval

Mr. Brown motioned to approve MFD claims dated July 23, July 29, July 30 and August 10, 2020

Mrs. Sorensen 2<sup>nd</sup>  
Motion passed 3-0

#### **b. District 8 Claims:**

Mrs. Robinson stated that there are no District 8 checks this month.

### **Financial Report:**

Chief Dillard went over the July 31, 2020 financial report. He stated we should be at 58.3% so far for the year.

Chief Dillard stated that we should be receiving about \$300,000 from the AFG grant and that our operating expenses should level out when we receive the COVID-19 reimbursement.

Mr. Brown asked if we are asking for reimbursement for the increase in internet costs. Mrs. Robinson stated that yes we are claiming the additional increase in speed with the COVID-19 reimbursements. Chief Dillard stated that we will be working to have a COVID-19 line on the financial report.

**Payroll:** Included the semi-monthly payrolls for July 2020.

Mr. Brown made a motion to approve the Financial Statements dated July 31, 2020, and payrolls for July 2020.

Mrs. Sorensen 2<sup>nd</sup>  
Motion passed 3-0

## **NEXT MONTHLY BUSINESS MEETING**

Mr. Bomgardner reminded everyone that our next scheduled regular board meeting for the Monroe Fire Protection District will be held via Zoom on September 8, 2020, time to be determined. This meeting will be a budget work session with the county council. Mr. Bomgardner also stated that we should plan to hold the rest of the meeting this year via

Zoom.


**ADJOURNMENT**

There being no further business to properly come before the board, Mr. Bomgardner called for a motion to adjourn.

Mrs. Sorensen motioned to adjourn at 7:17pm, on Tuesday August 11, 2020.

Mr. Brown 2<sup>nd</sup>

Motion passed 3-0.

  
Joel Bomgardner, Chairman

   
Ed Brown, Fiscal Officer    Vicky Sorensen, Vice-Chairman

Copy furnished:

Mr. Bomgardner, Chairman  
Mrs. Sorensen, Vice-Chairman  
Mr. Cornwell, Deputy Chief  
Mr. Ferguson, Legal Counsel  
Station No.11, Bulletin Board

Mr. Brown, Fiscal Officer  
Mr. Dillard, Fire Chief  
  
Station No. 23, Bulletin Board  
Station No. 21, Bulletin Board