



# 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 6:01p.m. EST Wednesday, February 8 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. Bovenschen 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  
Mark Kruzan, Vice Chair  
C. Ed Brown, Fiscal Officer (arrived at 6:25)  
Dan Vest, Trustee  
Christina Courtright, Trustee  
Michael Baker, Trustee (via Zoom)

Those absent were as follows: Kevin Robling, Trustee

Others present were as follows: George Cornwell, Deputy Chief, Operations  
Matt Bright, Deputy Chief, EMS  
Steve Coover, Deputy Chief, Community Risk Reduction  
JJ McWhorter, Assistant Chief, Training  
Jason Allen, Battalion Chief  
Christine Bartlett, Attorney, Ferguson Law  
Lorie Robinson, Financial Assistant  
Darrell Cooper, IT Specialist  
Davy McDonald, 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 to the agenda.

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**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. There were no public members requesting to speak.

**MINUTES OF PREVIOUS MEETING**

Minutes from the January 11, 2023 regular meeting, were presented to the board for approval. Chair Sorensen asked for a motion to approve the minutes.

Vice-Chair Kruzan made a motion to approve the minutes of January 11, 2023 as presented.

Trustee Vest 2<sup>nd</sup>

Roll call vote was taken: Sorensen – Yes, Baker – Yes, Vest – Yes, Kruzan – Yes, Courtright – Yes

Motion passed 5-0

**a. 2023 Salary Ordinance**

Chair Sorensen asked Trustee Vest to discuss the changes he had requested on the Salary Ordinance. Trustee Vest explained that the wording associated with Officer Pay, had been changed to the following “Officers of the department will be paid the following amounts per annum for their position. Officers’ pay for persons who are full time employees may be pro-rated and paid two (2) times a month salary”

Chair Sorensen asked for further discussion on the 2023 wording change for Officer Pay. No further discussion

Trustee Vest made a motion to approve the 2023 Revised Salary Ordinance with wording changes to Section 3-Officer Pa

Vice-Chair Kruzan 2<sup>nd</sup>

Roll call vote was taken: Kruzan – Yes, Baker – Yes, Sorensen – Yes, Courtright – Yes, Vest – Yes

Motion passed 5-0

**NEW BUSINESS**

**Department Updates**

**a. Legal Updates**

Legal Counsel, Mrs. Bartlett stated that the County has completed their review of the Benton Property submission. We now wait for the signed copies from the Survey department and the deeds.

**b. Statistics**

**TOTAL Emergency Calls**

Fire Calls

*Structure*

*Vehicle*

*Wildland*

Dec 2022

Jan 2023

368

339

16

15

7

9

2

4

3

1

<i>Other</i>	4	1
Over Pressure Rupture, Explosion, Overheat	0	2
EMS Calls	<b>218</b>	<b>225</b>
<i>Medical</i>	148	137
<i>EMS Crew Assist</i>	51	71
<i>Motor Vehicle Accidents</i>	19	17
Hazardous Conditions	7	9
Service Calls	63	51
Good Intent Calls	39	23
False Alarms	25	14
Severe Weather	0	0
Special Incidents	0	0
<b>Incidents by Township</b>	<b>334</b>	<b>316</b>
Benton	24	23
Bloomington	31	35
Clear Creek	32	31
Indian Creek	10	6
Perry	102	82
Van Buren	123	126
Washington	12	13
<b>Incidents – Contracted Townships</b>	<b>17</b>	<b>13</b>
Polk	4	3
Salt Creek	13	10
<b>Incidents by Aid Given</b>	<b>17</b>	<b>10</b>
Bean Blossom	2	0
Bloomington City	1	5
Ellettsville	4	1
Richland Township (EFD)	7	1
Greene County	3	3
Lawrence County	0	0
Brown County	0	0
Owen County	0	0
Morgan County	0	0
<b>AID Received - January</b>		<b>1</b>
Average Response (dispatch to arrival on scene)	7 min 17 sec	7 min 24 sec
Average Turnout (dispatch to enroute)	1 min 09 sec	1 min 03 sec
Average Time on Scene	22 min 01 sec	19 min 33 sec
<b>SOR (Statements of Refusal) signed:</b>	<b>0</b>	

Chair Sorensen and Vice-Chair Kruzan both appreciated the side by side view of the current month and previous month in the statistics.

Chair Sorensen asked about the average fire response time for December was 14:16 and for January 7:38. Was this due to the speed of our crews? Deputy Chief Bright explained that this was more likely a distance issue for calls. If the location of the fire is at the far end of a stations run area, it takes longer to arrive.

**c. Emergency Medical Services – Special Operations**

Deputy Chief Bright updated the board on EMS/Special Operations

Current Situation:

- Ambulance and affiliated equipment purchase

Accomplishments:

- Ordered LEPC HazMat equipment/meter

Planned Activities:

- Equipment imports into reporting software

Trustee Baker asked the timeline on the ambulance and affiliated equipment purchase. Deputy Bright explained that everything has to be executed by 2026 based on the MOU with the County. Trustee Courtright asked if we are looking at new ambulances or used one that we can refit? Deputy Chief Bright stated the proposal to the county was to purchase new chassis with refurbished boxes, however they will look at both ways. If the difference in price isn't that much, we would prefer to purchase brand new. Trustee Courtright asked if new chassis meant engine. Deputy Chief Bright stated that yes, it would be a new motor with no miles.

Vice-Chair Kruzan asked if the MOU with the County was locked into exactly what we can purchase. Deputy Chief Bright believes that the MOU is flexible.

**d. Operations**

Deputy Chief Cornwell updated the board on Operations

Current situations:

- Engine 22 (NEW) new seat to be installed – still waiting for appliances
- Tender 22 is at Crossroads for front end repairs
- New Thermal Camera for Station 23 has been ordered

Accomplishments:

- F-150 Trucks – Line-X, Camper Shells & Slide outs have been completed
- Promotion of two Lieutenants, David Richards, and Isaac Schultheis
- Work Orders: 47 Completed – 15 Open

Planned Activities:

- Engine Company Class with new recruit academy (Week 4)
- Truck Company Class with new recruit academy (Week 5)

**e. Training**

Assistant Chief McWhorter updated the board on Training:

Current Situation:

- Shifts are completing the following required classes:
  - EMS training
  - Audit & Review
  - Electrical Emergencies
  - Preparations for vehicle extrication (airbags, struts and cribbing)
  - Patient care at automobile accidents

Accomplishments:

- Total Training hours for January: 3,726.04
  - Full Time Personnel: 3,016.76
  - Part Time Personnel: 433.17
  - Volunteer/Substitutes: 276.11

Planned Activities:

- Live Fire days with the recruit class will be March 1<sup>st</sup> and 2<sup>nd</sup> at Station 25, evolutions should be up and running around 0930

**f. Community Risk**

Deputy Chief Coover updated the board on Community Risk Reduction.

Current Activities:

- Hoosier Defender June 8-11 with distinguished Visitor Day on June 10 – please let Deputy Chief Coover know if you are planning to attend so that he can build a roster for entry onto the base
- Participant in the CHIP's (Community Health Improvement Plan) – participant on several subcommittees

Accomplishments:

- Participated in Community Partners providing health services to those impacted by the criminal justice system

Planned Activities:

- ~~Participating in a Media Roundtable event February 13~~

**g. Administrative Report**

Deputy Chief Cornwell updated the board Administrative activities:

Current Activities:

- Working with Ellettsville Fire Department on Dispatch related matters
- Working with Local and state officials on legislation

Accomplishments:

- All apparatus has been rebranded with MFD logo
- Joint meeting with Union, Volunteers and Auxiliary to work together and act as one

Planned Activities:

- Promotion process in early 2023
- Open House at Station 23 set for March 25

## NEW BUSINESS

### a. **Financial – Claims**

Financial Assistant Robinson presented claims signed January 3, 6, 10, 20 and 24, 2023. Financial Assistant Robinson informed the board that we are now set up for EFT payment to 7710 Worker's Compensation Insurance and that the payment was processed and we are now paid until June 2023.

Vice-Chair Kruzan made a motion to approve claims for January.

Trustee Vest 2<sup>nd</sup>

Roll call vote was taken: Baker - Yes, Vest - Yes, Kruzan - Yes, Courtright - Yes, Sorensen - Yes

Motion passed 5-0

### b. **Payroll:** Included the semi-monthly payrolls for January 2023. Administrative Assistant Bovenschen presented the payroll.

Vice-Chair Kruzan made a motion to approve the payrolls for January as presented.

Trustee Vest 2<sup>nd</sup>

Roll call vote was taken: Courtright - Yes, Vest - Yes, Baker - Yes, Kruzan - Yes, Sorensen - Yes

Motion passed 5-0

### c. **Financial – Statement**

Financial Assistant Robinson stated that the budget can be spent by 8.3% for this time of the year, currently we have spent 7.4%. Financial Assistant Robinson reminded the board that the encumbrances are listed in the first column and that the percentages are based on the original budget, not the encumbered funds. Financial Assistant Robinson also stated that the yearly contracts are paid in the month of January, so those lines will look heavy.

Financial Assistant Robinson stated that the Cum fund has had the first payments for Engine 22 and Rescue 11 made for the year, which pushes the percentage up.

Vice-Chair Kruzan made a motion to approve the Certified Financial Statement as presented for January 31, 2023.

Trustee Vest 2<sup>nd</sup>

Roll call vote was taken: Vest, Baker, Kruzan, Courtright, Sorensen

Motion passed 5-0

Financial Assistant Robinson informed the board that the MOU with the County states that we will purchase new chassis with refurbished boxes, however in the miscellaneous items it states that an amendment can be made to the document with approval by both parties.

Financial Assistant Robinson stated that our last COVID reimbursement request has been put on hold so that we can explain in greater detail some of our request.

Fiscal Officer Brown arrived

**d. Ambulance Contract**

Deputy Chief Bright spoke to the board concerning the MOU (Memorandum of Understanding) that the District received from the County Commissioners in December 2022. Deputy Chief Bright has had multiple meetings with individual companies concerning the purchase of an ambulance. Deputy Chief Bright stated that he would like to request from the board the ability to start purchasing some of the items needed as they found reasonable pricing on items.

Deputy Chief Bright noted that we have the funding to purchase 4 ambulances. He would like to have 4 identical chassis with refurbished boxes. He noted that when he finds something it may be only a day that he has to purchase them, before someone else grabs them up. Deputy Chief Bright would like the board to approve the purchase of 4 ambulances – when/if he finds 4 identical ones. Trustee Vest asked Deputy Chief Bright if he had a total cost out the door for the purchase of one ambulance. Deputy Chief Bright stated that the current estimate is \$250,000, and would include new chassis, refurbished box, stretcher and powerlift system. Trustee Vest asked if there was a list of phases or stages that Deputy Chief Bright had ready for the board to look at? Deputy Chief Bright stated that he did not have a price list put together yet. Trustee Courtright asked if Deputy Chief Bright had a list of all of the items that would need to stock the ambulances. Deputy Chief Bright stated that yes, there is a list of all needed items for the ambulances, but he does not have quotes or pricing on the items. Trustee Vest asked if Deputy Chief Bright felt that we could get the 4 ambulances with the total funds we are receiving from the County. Deputy Chief Bright stated that yes that is completely doable.

Fiscal Officer Brown asked about staffing of ambulances. Would we put 2 EMT's on the ambulance each shift? Deputy Chief Bright stated that yes, that would be the plan.

Trustee Courtright asked how the funding worked from the county. Fiscal Assistant Robinson stated that the District will provide a voucher with receipt copy to the county and they should be able to deposit the funds or write a check within one day. She also stated that she will check with the State Board of Accounts (SBOA) for direction of the funds.

Deputy Chief Bright was asked how long he felt the project would take. Deputy Chief Bright replied that this was at least a year-long project.

Vice-Chair Kruzan stated that this the second biggest allotment that was given to any organization in the county and the work that Chief Dillard and staff did to respond to the County's request for information in such a short time is a huge success. Vice-Chair Kruzan asked if this would still be Federal money with required reporting or if this would be considered County funds? Financial Assistant Robinson stated that the county will have to include the funds on their reporting and that we would then have to report on our reporting also. The property will be placed onto our asset list and is fully owned by the District.

Vice-Chair Kruzan thanked the County for giving us the funding and thanked the staff for their continued work on projects that better the community, such as this.

Vice-Chair Kruzan asked Deputy Chief Bright exactly what is his request of the board this evening? Was it just wanting their approval in spirit or are there specific items requested to be purchased. Deputy Chief Bright stated that items will exceed the \$2,500 threshold and may need to be purchased in a quick timeframe.

Deputy Chief Bright asked the board to proceed with getting quotes for items and if the situation presented itself that we had a small-time frame to purchase at a low price, did he have permission to go ahead and purchase? Vice-Chair Kruzan asked if we felt this would happen within the next 30 days? Vice-Chair Kruzan stated that he is not comfortable just allowing purchasing with some kind of a cap on how much can be purchased. Vice-Chair Kruzan also noted that we could also call a special meeting if needed.

Deputy Chief Bright will come back with more definitive items and amounts at the meeting in March.

Trustee Baker thanked the County Commissioners and County Council for assisting with this milestone for the District and the County. This will provide quick response in critical situations.

#### **NEXT MEETING**

Chair Sorensen stated that the next meeting will be in person on March 8, 2023, at Station 21, located at 9094 S. Strain Ridge Road, Bloomington, IN. The meeting will also be held via zoom.

#### **ADJOURN**


Chair Sorensen called for a motion to adjourn.

Trustee Courtright made a motion to adjourn at 6:45pm

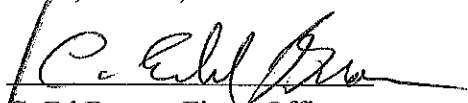
Motion passed 6-0

Minutes approved by the board of trustees on March 8, 2023:

Aye:

  
\_\_\_\_\_  
Vicky Sorensen, Chair

  
\_\_\_\_\_  
Mark, Kruzan, Vice-Chair

  
\_\_\_\_\_  
C. Ed Brown, Fiscal Officer

Nye:

\_\_\_\_\_  
Vicky Sorensen, Chair

\_\_\_\_\_  
Mark Kruzan, Vice-Chair

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C. Ed Brown, Fiscal Officer



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Michael Baker, Trustee

*CCourtright*

Christina Courtright, Trustee

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Kevin Robling, Trustee

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Dan Vest, Trustee

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Michael Baker, Trustee

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Christina Courtright, Trustee

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Kevin Robling, Trustee

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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