



# 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 6:00p.m. EST Wednesday, June 14, 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  
Christina Courtright, Trustee  
Michael Baker, Trustee  
Dan Vest, Trustee

Those absent were as follows: C. Ed Brown, Fiscal Officer  
Kevin R. Robling, 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 –  
via Zoom  
Jeffrey Combs, Assistant Chief of Administration  
David Ferguson, Attorney, Ferguson Law  
Tammy Bovenschen, Administrative Assistant  
Lorie Robinson, Financial Assistant  
Darrell Cooper, IT Specialist

### CHANGES OR AMENDMENTS TO THE AGENDA

Chair Sorensen asked if there were any changes or amendments to the agenda. Mrs. Bovenschen stated that in the packet the board received the updated agreement with

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**HEADQUARTERS  
3953 S KENNEDY DRIVE  
BLOOMINGTON IN  
812-331-1906  
812-336-1166 (FAX)**

Ferguson Law for our background checks, however the item was left off the Agenda. Mrs. Bovenschen would like to add the agreement under new business item g.

## **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 May 10, 2023 regular meeting, were presented to the board for approval. Trustee Courtright stated that the minutes stated Child Protective Services (CPS) and should actually be Department of Child Services (DCS) during the Community Risk Reduction report. Trustee Courtright would like the minutes amended. Chair Sorensen asked for a motion to approve the minutes with the amendment from Trustee Courtright.

Trustee Courtright made a motion to approve the minutes of May 10, 2023 with the amendment.

Trustee Vest 2<sup>nd</sup>

Motion passed 5-0

Mrs. Bovenschen asked legal counsel if she needed to present the minutes again at the July meeting for approval and Mr. Ferguson stated that the amendment tonight is approved and that the minutes could just have the wording corrected on the documents this evening by hand.

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

#### **Department Updates**

Chair Sorensen asked to have the Community Risk Reduction first as Deputy Chief Coover had another meeting he needed to attend.

#### **f. Community Risk Reduction**

Deputy Chief Coover thanked Chair Sorensen for allowing him to speak first.

Deputy Chief Coover updated the board on Community Risk Reduction.

Current Situation:

- Conducting data gathering interviews regarding substance abuse and addiction for the Community Health Initiative Program (CHIP)
- Continuous updates of the Bicentennial Pathway

Accomplishments:

- Homeland Defender drill at Muscatatuck Urban Training Center has been completed
- Attended the 3<sup>rd</sup> Annual Monroe County Mental Health Champions GALA

Planned Activities:

- Working with Veteran's Affairs to potentially expand the Lethal Means to Health Care Providers

Chair Sorensen commented on the Homeland Defender Drill and encouraged all of the trustees to attend next year. Chair Sorensen stated that it was an excellent drill.

**a. Legal Updates**

Legal Counsel, Mr. Ferguson stated that the deed work has been recorded! Counsel Ferguson provided the board with Grant of Ingress and Egress easement and shared maintenance agreement and Grant of Septic Easement and Shared Maintenance Agreement for Station 24. Both documents are for sharing maintenance and egress with the township office.

Mr. Ferguson also informed the board that the deed for Station 24 has been completed. Trustee Courtright asked the board to table the documents until next month so that the board could review. Mr. Ferguson stated that this was to review and the board could vote on the documents at the next meeting.

**b. Statistics**

	<u>Apr 2023</u>	<u>May 2023</u>
<b>TOTAL Emergency Calls</b>	<b>336</b>	<b>333</b>
Fire Calls	22	20
<i>Structure</i>	09	2
<i>Vehicle</i>	0	2
<i>Wildland</i>	13	9
<i>Other</i>	0	7
Over Pressure Rupture, Explosion, Overheat	1	0
EMS Calls	194	208
<i>Medical</i>	126	135
<i>EMS Crew Assist</i>	42	59
<i>Motor Vehicle Accidents</i>	26	14
Hazardous Conditions	13	14
Service Calls	41	25
Good Intent Calls	53	41
False Alarms	12	21
Severe Weather	0	0
Special Incidents	0	4
<b>Incidents by Township</b>	<b>285</b>	<b>289</b>
Benton	18	23
Bloomington	23	24
Clear Creek	32	44
Indian Creek	9	11
Perry	93	92

Van Buren	99	87
Washington	11	8
<b>Incidents – Contracted Townships</b>	<b>23</b>	<b>21</b>
Polk	4	2
Salt Creek	19	19
<b>Incidents by Aid Given</b>	<b>28</b>	<b>23</b>
Bean Blossom	3	0
Bloomington City	3	4
Ellettsville	9	4
Richland Township (EFD)	10	12
Greene County	1	2
Lawrence County	2	0
Brown County	0	1
Owen County	0	0
Morgan County	0	0
<b>AID Received - May</b>		<b>13</b>
<b>AID Received - Year to Date</b>		<b>49</b>
Average Response (dispatch to arrival on scene)	8 min 08 sec	7 min 46 sec
Average Turnout (dispatch to enroute)	1 min 10 sec	1 min 07 sec
Average Time on Scene	32 min 40 sec	28 min 47 sec

**SOR (Statements of Refusal) signed: not available**

Deputy Chief Bright explained that call volume is down about 9% from last year at this time.

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

Deputy Chief Bright updated the board on EMS/Special Operations

Current Situation:

- Concluding work on new glucometers for district apparatus

Accomplishments:

- Ambulances have been ordered

Planned Activities:

- Developing an outline for ambulance training
- Look at alternatives for medical direction

Deputy Chief Bright explained what he meant by looking at a different direction with our medical direction. Deputy Chief Bright explained that IU Health doesn't give us the flexibility that working with a different hospital will. IU Health requires us to use certain equipment, and requires our protocols to be written based on their rules. IU Health's medical director is also not very involved. If we choose to go with another hospital, we could be better served.

#### **d. Operations**

Deputy Chief Cornwell updated the board on Operations

Current Situation:

- Tender 22 quote is roughly \$40,000 (pump replacement)

Accomplishments:

- All items for Muscatatuck have arrived
- Lights and consoles for F150's have been completed
- Fleet: Work Orders: 49 Completed

Planned Activities:

- F-150 (Battalion 22) will go into service within the next day after the MDT is installed
- Genesis Rescue System tools will be serviced on June 19<sup>th</sup>

Deputy Chief Cornwell thanked Station 22 Red Shift crew for making and installing the boxes for the new Battalion 22 truck.

#### **e. Training**

Assistant Chief Tim Deckard introduced himself to the board. He then updated the board on Training:

Current Situation:

- MFD along with City of Bloomington Fire and Ellettsville Fire will be joint fire quarterly training starting June 13-15

Accomplishments:

- Total Training hours for May: 3,588.65
  - Full Time Personnel: 3,006.55
  - Part Time Personnel: 528.35
  - Volunteer/Substitutes: 53.75
- Six (6), Firefighters who are hazardous materials technicians attended the Midwest Hazmat Conference in Chicago
- Two (2) firefighters received their ARFF certification from the Alabama Fire College
- Crews inspected the water intake facility at Lake Monroe to better prepare if something would happen at the facility

Planned Activities:

- MFD along with City of Bloomington Fire and Ellettsville will be joint fire training each quarter for cross training with equipment and personnel
- Beginning in July, Firefighter I/II will be offered through Monroe Fire Protection District. Classes are held every Monday and Thursday with some additional Saturdays. The Firefighter I/II certification is a State requirement to be a firefighter. Classes will run from July 24-December 4, 2023.

Vice-Chair Kruzan congratulated Assistant Chief Deckard on his new position with MFD.

**g. Administrative Report**

Chief Dillard updated the board on Administrative activities:

Current Activities:

- Hiring Substitutes from the Hoosier Hills Fire Science graduating class
- Working with Monroe County Airport on a new 40-year lease for Station 29

Accomplishments:

- Received reimbursement from the ARPA project for the ambulance purchasing in the amount of \$72,353 – down payment on ambulances
- Met with Chief Diekoff concerning incorporating ambulances into central dispatch

Planned Activities:

- Scheduling for Monroe County Fair events, July 1-July 8 and other community upcoming events

Personnel Report:

- Retirements – 1
- Promotions – 4 (approved by board in May)
- Hiring – 5 (substitutes)
- Resignations – 1

**NEW BUSINESS**

**a. Financial – Claims**

Financial Assistant Robinson presented claims signed May 4, 12, 17, 22, 25 and 31, 2023.

Vice-Chair Kruzan made a motion to approve claims for May 2023 as presented.

Trustee Vest 2<sup>nd</sup>

Motion passed 5-0

**b. Payroll: Included the semi-monthly payrolls for May 2023.**

Vice-Chair Kruzan made a motion to approve the payrolls for May 2023 as presented.

Trustee Vest 2<sup>nd</sup>

Motion passed 5-0

**c. Financial – Statement**

Financial Assistant Robinson stated that the budget can be spent by 42% for this time of the year, currently we have spent 35.4% for the General Fund and 24% for the Cumulative Fund.

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

Trustee Vest 2<sup>nd</sup>

Motion passed 5-0

**d. Station 26 Site Plan Review**

Chief Dillard explained he had spoken with Tabor and Bruce – who drafted the plans for the Station 26 building originally. Chief Dillard stated that there are a few things that need to be updated from the original plans. Specifically, the original bids for the project was everything done in one phase. Chief Dillard explained that we would like to do the project in two phases. Chief Dillard will reach out to the County to get approval to complete the project in two phases. Chief Dillard stated that once he speaks with the County this month he will bring back to the board and hope to get bids out late August or September.

**e. Station 21 – Chair Quotes**

Chief Dillard explained that Captain Mahurin has requested new chairs for Station 21. Chief Dillard stated that there has been a lot of work done since Captain Mahurin was brought in as the House Captain at Station 21. They have power washed the building, painted interior and exterior portions of the building. They are requesting to replace the current chairs that are broken down.

Captain Mahurin did a great deal of research and is requesting to purchase the Badlands Power Recliners from the Living Room Center in the amount of \$3,076. This request is for four (4) recliners and includes delivery and any repairs needed done for five (5) years. Chief Dillard stated that the Living Room Center will do any repairs on site at the fire house.

Trustee Courtright asked if these were comparable to chairs in other stations. Chief Dillard stated that he did speak with them about the DreamSeat Chairs that are at some of the other firehouses and that the crews at Station 21 did not want the DreamSeat Chairs.

Vice-Chair Kruzan made a motion to approve the purchase of four (4) Badlands Power Chairs from the Living Room Center in the amount of \$3,076.

Trustee Courtright 2<sup>nd</sup>

Motion passed 5-0

Chair Kruzan asked where the purchase of the recliners comes from out of the budget. Financial Assistant Robinson stated that it will come from the miscellaneous line of the Cumulative Fund.

**f. District Credit Cards**

Chief Dillard explained that this was for discussion only this evening. Chief Dillard reminded the board that earlier the board approved to increase the credit card limits to \$10,000, and it was to allocated to \$5,000 on Chief Dillard's card, \$3,000 on Deputy Chief Cornwell's card and \$2,000 on Financial Assistant Robinson's card. Chief Dillard explained that is how we wanted to have the cards set up and that is what we thought had happened. However, over the last few months we have had a few issues with the cards. The credit card company doesn't seem to have the limits set the way we had wanted.

Chief Dillard explained that the recurring monthly costs are on his credit card, such as the District emails. Chief Dillard stated that the current recurring costs are around \$1,500 which limits his card to around \$3,500. However, there have been instances where Chief's card has been declined yet we show the remaining credit will still show \$7,000.

Chief Dillard would like to get more definition from the credit card company or we will be looking into a different company. Trustee Baker asked if the cards are through a bank or a credit card company. Chief Dillard stated that originally our cards were through Peoples State Bank, however they are currently through a different company.

**g. Ferguson Background Agreement**

Mrs. Bovenschen explained that Ferguson Law does our background checks for any new volunteer, auxiliary member or hired firefighter. Mrs. Bovenschen explained that we originally had an amount of \$30 per background check processed. This background check was when the District merged, and we felt that everyone had been employed with either Van Buren or Northern Monroe and would have had a background check done from them. Later in March 2021, it was determined that we should do a more extensive background check for \$50. This current agreement increases the cost to \$55 per background check. Mr. Ferguson explained that the process to do background checks takes the paralegal who does them a great deal of time. He explained that not all counties are computerized, which makes it more difficult to get the information. Mr. Ferguson also explained that the agreement also explains the limitations the District has with the information we receive back.

Trustee Courtright noted that in paragraph two (2) it references "tenancy" and our background checks are for employment. Mr. Ferguson agreed the wording needs changed. Chair Sorensen asked about the wording that reads "contract entered into May 2023", what if we approved this at a later meeting. Mrs. Bovenschen stated that on the back page where the board signs, there is a place that states "approved by Board of Trustees on \_\_\_\_ (date)" and that she writes the date of the meeting where the board approves and signs.

Mr. Ferguson stated that the minutes of the meeting that show the approval of the contract is the record of when any contract is signed.

Vice-Chair Krusan made a motion to approve the updated agreement for background checks with the change in language from "tenancy" to "employment" through Ferguson Law.

Trustee Vest 2<sup>nd</sup>

Motion passed 5-0

**ADDITIONAL COMMENTS**

Chair Sorensen also thanked the crew that assisted her in the removal of a bird's nest from her home.



**NEXT MEETING**

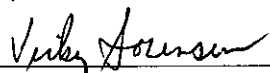
Chair Sorensen stated that the next meeting will be in person on July 12, 2023, at Station 21, located at 9094 S. Strain Ridge Road, Bloomington, IN. The meeting will also be held via zoom.

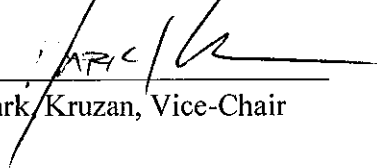
**ADJOURN**

Chair Sorensen called for a motion to adjourn.  
Trustee Vest made a motion to adjourn at 6:52pm  
Motion passed 5-0

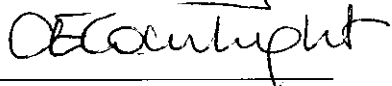
Minutes approved by the board of trustees on July 12, 2023:

Aye:

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

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

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

\_\_\_\_\_  
Michael Baker, Trustee  
  
\_\_\_\_\_  
Christina Courtright, Trustee

\_\_\_\_\_  
Kevin R. Robling, Trustee

\_\_\_\_\_  
Dan Vest, Trustee

Nye:

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

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

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

\_\_\_\_\_  
Michael Baker, Trustee  
\_\_\_\_\_  
Christina Courtright, Trustee

\_\_\_\_\_  
Kevin R. Robling, Trustee

\_\_\_\_\_  
Dan Vest, Trustee

Copy furnished:

- Mrs. Vicky Sorensen, Chair
- C. Ed Brown, Fiscal Officer
- Ms. Christina Courtright, Trustee
- Mr. Daniel Vest, Trustee

- Mr. Mark Kruzan, Vice-Chair
- Mr. Michael Baker, Trustee
- Mr. Kevin Robling, Trustee
- Mr. Dustin Dillard, Fire Chief

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. David Ferguson, Legal Counsel  
Station No. 21, Bulletin Board  
Station No. 23, Bulletin Board  
Station No. 25, Bulletin Board  
Station No. 39, Bulletin Board