



# Monroe Fire Protection District

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## **MINUTES OF MEETING OF THE BOARD OF TRUSTEES**

Chairman Sorensen called the meeting of the Board of Trustees of the Monroe Fire Protection District to order at 6:02 p.m. EST Tuesday, March 9, 2021 via a Zoom Meeting due to the COVID-19 pandemic. Public notice of the meeting had been duly made to local media by facsimile 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:

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

Those absent were as follows:

Others present were as follows:

- Dustin Dillard, Chief, MFD
- George Cornwell, Deputy Chief, Operations, MFD
- Matt Bright, Deputy Chief, EMS/Special Operations, MFD
- Joel Bomgardner, Assistant Chief, Administration, MFD
- JJ McWhorter, Assistant Chief, Training, MFD
- Tammy Bovenschen, Administrative Assistant MFD
- Lorie Robinson, Financial Assistant MFD
- David Ferguson, Attorney, Ferguson Law
- Rita Barrow, Van Buren Township Trustee
- Michelle Bright, Benton Township Trustee
- Steve Coover, Monroe County Resident
- Jacob McClellan, Bose McKinney & Evans

Those absent were as follows:

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

## **CHANGE OR AMENDMENTS TO THE AGENDA**

Chairman Sorensen asked if there were any amendments or changes to the agenda. Chairman Sorenson asked Chief Dillard if we were discussing the previously tabled credit card discussion this evening, as it was not on the agenda. Chief Dillard stated that the item was currently on hold and we would not need to discuss this evening.

## **PUBLIC COMMENT**

Chairman 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. Chairman Sorensen explained that we do have a policy for public comment that is outlined on the back of the agenda. There was no public comment.

## **MINUTES OF PREVIOUS MEETING**

Minutes from the February 9, 2021 board meeting was presented to the board for approval. Chairman Sorensen ask if there were any questions or comments concerning the minutes. Seeing none, Chairman Sorenson called for a motion to approve the minutes.

Mr. Kruzan made a motion to approve the minutes of February 9, 2021 as presented.

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

Motion passed 5-0

## **OLD BUSINESS**

### **a. Legal Updates**

#### **i. Van Buren**

Chief Dillard informed the board that all Van Buren documents have been sent to Van Buren's legal representatives today. We hope to have everything wrapped up in the near future.

#### **ii. Bloomington Township**

Chief Dillard stated that all vehicles from Bloomington Township are now legally Monroe Fire Protection District. All titles have been received and new plates have been placed on the apparatus.

### **b. Monroe Fire District Future**

#### **i. Line of Credit**

Chief Dillard informed the board that there was a curve ball thrown at us concerning the line of credit. Chief Dillard let legal counsel explain to the board. Mr. Ferguson explained that the way the taxes fall in arrears, we need some cash flow. What we are anticipating doing is a bridge loan and a tax anticipation warrant. Mr. Jacob McClellan, who is Bond Counsel with Bose, McKinny and Evans and represents Peoples State Bank. Mr. McClellan informed the board that there were two resolutions this evening for them to look at. The first being a resolution for an interim loan, and the second being a resolution authorized tax anticipation warrant. Mr. McClellan informed the

board that when Peoples State Bank contacted them concerning doing a line of credit with the district they reviewed the statutes and determined that it doesn't provide for a revolving line of credit. It instead allows for tax anticipation warrants.

Mr. McClellan explained that the first resolution will allow for a interim loan from Peoples State Bank for \$550,000 to be paid when the tax anticipation warrant is fully executed. The second resolution is to authorize the tax anticipation warrants not to exceed 2,860,000. The intent of these loans is to keep cash flow for the district until tax settlements have been distributed. A Tax Anticipation Warrant is basically a loan until we receive our tax settlements. With the merger, we were fully aware that we would need to borrow money the first year until all tax payer money is distributed to the district. Mr. McClellan explained the process to the board, with a tax anticipation warrant, bank bid to give us the loan.

Chairman Sorensen asked if a bank can counter offer? Mr. McClellan explained that the board would take the best offer. Mr. Ferguson asked if the board needed to meet to accept the bid. Mr. McClellan stated that the resolution allows the Chairman and Fiscal Officer to sign.

Mr. McClellan also stated that if the bids received were extremely high, we do not have to take the warrants. We can then look to do something different. Chairman Sorensen asked about the interim loan, if Peoples State Bank did receive the bid for the warrants, would the district pay back the \$550,000 from the tax anticipation warrant money? Mr. McClellan stated that yes, the interim loan would be paid back immediately with the tax anticipation warrant money.

Chairman Sorensen pointed out that some of the language should be changed from his to her, since she is the chairman. Mr. Ferguson stated that yes, the documents can be updated.

Chairman Sorensen called for a motion to approve Resolution 21-001 the Interim Loan.

Mr. Brown made a motion to accept the resolution authorizing an interim loan.

Ms. Courtright 2<sup>nd</sup>

Approved 5-0

Mr. Kruzan asked if the resolutions should be numbered. Chief Dillard and Mrs. Bovenschen stated that yes, they would be 21-001 and 21-002.

Mr. Kruzan made a motion to approve Resolution 21-002 the Tax Anticipation Warrant

Ms. Courtright 2<sup>nd</sup>

Motion passed 5-0

**c. COVID-19 Information**

**i. Homebound Hoosiers**

Chief Dillard informed the board that we are now participating the Homebound Hoosier vaccination program. This program allows homebound individuals in our community the opportunity to receive a COVID-19 vaccine. Chief Dillard explained that we have had 4 individuals trained and will begin tomorrow going to homes.

Mr. Kruzan asked if we were helping the health department, or are we administering the vaccines. Chief Dillard explained that our firefighters are actually going to the homes and administering the vaccines. Mr. Kruzan wanted to be sure that we were communicating this on all social media platforms. Chief Dillard stated that we were asked by the Monroe County Health Department to not really advertise, as the program is being set up by Area 10 Agency and individuals will need to be contact them.

Deputy Chief Bright informed the board that we currently have 35-40% of our employees vaccinated. Employees are giving confirmation to Deputy Chief Bright of their vaccination.

**d. Engine 22 Bid Opening**

Chief Dillard opened the bid with Mrs. Bovenschen in the room with him. There was only one bid received from Fire Service Inc, E-One Pumper. Chief Dillard read the front page of the bid. Price for apparatus and all equipment as specified \$723,893. Included in the proposal were options for financing with E-One and a discount if paid in full \$704,866. The proposal includes a stipulation that if the apparatus is not received within 330 days, the Monroe Fire Protection District will receive \$100 per day. This proposal is valid until April 14, 2021.

Mr. Ferguson stated that we should take the front page of the bid and attach to the minutes. Chief Dillard stated that he will include the lease information from Fire Service.

**NEW BUSINESS**

**a. Department Update**

**i. Statistics**

Deputy Cornwell informed the board that members are on day 26 of COVID free.

	<b><u>February 2021</u></b>
<b>TOTAL Emergency Calls</b>	<b>309</b>
Fire Calls	8
Over Pressure Rupture, Explosion, Overheat	3

EMS Calls	232
Hazardous Conditions	18
Service Calls	3
Good Intent Calls	32
False Alarms	12
Severe Weather	0
Special Incidents	1
<b>Incidents by Township</b>	<b>243</b>
Bloomington	35
Clear Creek	36
Indian Creek	7
Perry	77
Van Buren	88
<b>Incidents – Contracted Townships</b>	<b>42</b>
Benton	15
Polk	2
Salt Creek	14
Washington	11
<b>Incidents by Aid Given</b>	<b>8</b>
Bean Blossom	1
Bloomington City	1
Ellettsville	3
Richland Township (EFD)	2
Solsberry	1
Average Response (dispatch to arrival on scene)	8 min 52 sec
Average Turnout (dispatch to enroute)	1 min 27 sec
Average Time on Scene	21 min 29 sec

Ms. Courtright stated that this format was very easy to understand.

**ii. ISO Review**

Chief Dillard stated that John Beard of ISO has set up an appointment with the district on April 21, 2021. The chief officers will be meeting this week to divide up any reports needed for ISO. We have several components we need to complete prior to Mr. Beard coming in. Chief Dillard is looking forward to this review. Chief Dillard stated that the final report will take approximately 90 days to receive. Chairman Sorensen asked if this report is then made available to all insurance companies. Chief Dillard explained that ISO is a business to make profit. It is our understanding that insurance companies who hire ISO receive updates quarterly.

## **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 February 1, February 14, February 17 and February 25 were presented for approval.

Chairman Sorensen asked what the payment to Peoples State Bank was on the February 14<sup>th</sup> claim sheet for \$73,874.15. Mrs. Robinson explained this was the HSA payment for all individuals who took the HSA plan (\$2,000 per individual per year – prorated for anyone started after 1/1/2021). Chairman Sorensen then asked how insurance payments are made, do we make one lump sum or are they divided. Mrs. Robinson explained that moving forward we may change the HSA distributions to twice a year, half at the beginning and half in the middle of the year. Mrs. Robinson explained that other insurance such as medical, Aflac, Cincinnati Life are all paid monthly.

**Payroll:** Included the semi-monthly payroll for February 2021.

Mr. Brown made a motion to approve district claims dated February 1, February 14, February 17 and February 25, 2021.

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

Motion passed 5-0

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

There were no District 8 claims.

#### **c. Financial Report:**

Mrs. Robinson went over the February 2021 financial reports. Mrs. Robinson explained that the PERF 77 and Civilian Perf fund has been a challenge and the numbers on this report are an estimate. Mr. Brown stated that this format was very easy to read. Ms. Courtright asked if we are keeping separate record books for each station? Mrs. Robinson stated that currently it is all consolidated, however in the future we would like to break down some of the billing by station. Ms. Courtright stated that she had recently met Captain Patnode at Station 23 and noticed how he had been cleaning house and trying to look for saving for that facility. She was very inspired by Captain Patnode.

Mr. Brown made a motion to approve the Financial Statements dated February 28, 2021.

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

Motion passed 5-0

## **NEXT MONTHLY BUSINESS MEETING**

Chairman Sorensen reminded everyone that our next scheduled regular board meeting for the Monroe Fire Protection District will be held on April 13, 2021 at 6:00pm via Zoom. Chairman Sorensen reminded the board that we may have to call a special meeting on

March 18 to open the bids for tax anticipation loans. Chief Dillard clarified that Mr. Ferguson stated that we do not necessarily have to call the special meeting since we have approved the resolutions. The chairman and fiscal officer will be the only ones needed to sign the loan documents.

Ms. Courtright asked if we planned to be on ZOOM for the month of May. Mr. Ferguson stated that it will depend on whether the Governor continues the emergency to allow zoom meetings. By current law, a board member could call in, but could not vote.

Mrs. Bovenschen stated that she will be sending the minutes via docusign, however the bank documents must be "wet signatures". Mrs. Bovenschen will get in touch with Chairman Sorensen and Fiscal Officer Brown to get those signatures.

Training Chief McWhorter informed the board that we had recently completed an academy for the new hires. This class could have taught themselves. Chief McWhorter informed the board that the new hires stated their 24-hour rotation this past week. Chief McWhorter thanked Chief Dillard, Deputy Chief Cornwell and Deputy Chief Bright for the work they completed the past year during the hiring processes.

**ADJOURN**

Chairman Sorensen called for a motion to adjourn.  
Mr. Brown made a motion to adjourn at 7:51pm  
Mr. Kruzan 2<sup>nd</sup>  
Motion passed 5-0

Nye:

DocuSigned by:  
*Vicky Sorensen*  
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Vicky Sorensen, Chairman

DocuSigned by:  
*Mark Kruzan*  
C0D5435AB78A440

\_\_\_\_\_  
Mark Kruzan, Vice-Chairman

DocuSigned by:  
*C. Ed Brown*  
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\_\_\_\_\_  
C. Ed Brown, Fiscal Officer

DocuSigned by:  
*Christina Courtright*  
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\_\_\_\_\_  
Christina Courtright, Trustee

DocuSigned by:  
*Dan Vest*  
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Daniel Vest, Trustee

Copy furnished:

Mrs. Sorensen, Chairman  
Ms. Christina Courtright, Trustee  
Mr. Daniel Vest, Trustee  
Mr. Cornwell, Deputy Chief  
Mrs. Christine Bartlett, Legal Counsel  
Station No. 21, Bulletin Board  
Station No. 24, Bulletin Board  
Station No. 29, Bulletin Board

Mr. Brown, Fiscal Officer  
Mr. Mark Kruzan, Vice-Chairman  
Mr. Dillard, Fire Chief  
Mr. Ferguson, Legal Counsel  
Station No. 22, Bulletin Board  
Station No. 23, Bulletin Board  
Station No. 25, Bulletin Board  
Station No. 19, Bulletin Board