



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, February 9, 2022 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:

Vicky Sorensen, Chair
Mark Kruzan, Vice Chair
C. Ed Brown, Fiscal Officer
Michael Baker, Trustee
Christina Courtright, Trustee
Kevin Robling, Trustee
Dan Vest, Trustee

Those absent were as follows:

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
Joel Bomgardner, Assistant Chief, Administration
Christine Bartlett, Attorney, Ferguson Law
Tammy Bovenschen, Administrative Assistant
Lorie Robinson, Financial Assistant
Darrell Cooper, IT Specialist
Jason Allen, Battalion Chief 29
Shane Chapman, Lieutenant, Station 29, Union President
Jacob Huston, MFPD Volunteer
Mike (no last name), citizen

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

CHANGES OR AMENDMENTS TO THE AGENDA

Chair Sorensen asked if there were any amendments or changes to the agenda. There were no amendments to the agenda.

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 12, 2022 regular meeting, were presented to the board for approval. Chair Sorensen asked if there were any questions or comments concerning the minutes. Seeing none, Chair Sorensen called for a motion to approve the minutes.

Trustee Robling made a motion to approve the minutes of the January 12, 2022 regular session as presented.

Fiscal Officer Brown 2nd

Roll Call vote was taken:

Yeas: Sorensen, Kruzan, Brown, Baker, Courtright, Robling, Vest

Motion passed 7-0

UNFINISHED BUSINESS

a. Risk Management Policy

Financial Assistant Mrs. Robinson reminded the board of the request to lower the threshold to \$25,000 for vehicles and apparatus. This will allow us to keep them on the capital asset report for the GAAP report. This would keep them on the financial report as fixed assets each month. Financial Officer Brown stated that it might be beneficial to break the apparatus into two lists, one with a \$75,000 threshold and one with a \$25,000 threshold to be used for smaller vehicles. Financial Assistant Robinson stated that we can only have one place for vehicles on the GAAP report.

Financial Assistant Robinson reminded the board that we are to review this policy each year. This change would be for the GAAP report for 2023.

Vice-Chair Kruzan stated he feels that what Mrs. Robinson is requesting is that we lower the threshold and vote to have amended this evening. Vice-Chair Kruzan asked Fiscal Officer if he objected to lowering the threshold to \$25,000. Fiscal Officer Brown stated that after the explanation from Financial Assistant Robinson, he agrees to lower the threshold to \$25,000.

Fiscal Officer Brown made a motion to change the threshold of vehicles from \$75,000 to \$25,000.

Vice-Chair Kruzan 2nd the motion to amend the threshold to \$25,000.

Chair Sorensen asked if there was further discussion concerning the threshold amounts.

Roll Call vote was taken:

Yeas: Sorensen, Kruzan, Brown, Baker, Courtright, Robling, Vest

Motion passed 7-0

Vice-Chair Kruzan made a motion to accept the Risk Management Policy as amended.

Trustee Robling 2nd

Roll Call vote was taken:

Yeas: Sorensen, Kruzan, Brown, Baker, Courtright, Robling, Vest

Motion passed 7-0

Department Update

a. Legal Updates

Mrs. Bartlett informed the board that the Governor extended the State of Public Health Emergency until March 4, 2022. 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 February. Mrs. Bartlett reminded everyone that if the public health emergency is stopped, we will need to start having in person meetings beginning in March. Mrs. Bartlett stated that the board by-laws do allow for board members to still attend meetings electronically, however we must have at least 50% of members physically present at a meeting, and board members must attend at least 50% of meetings in person per calendar year. When the state of emergency has ended, anyone who wishes to attend virtually, must be able to be seen and heard. You may only vote if you are on video conference.

Vice-Chair Kruzan asked if we could not see the person if they were still counted for a quorum. Mrs. Bartlett stated that yes, the individual can count as a quorum if they can be heard and not seen, but they can only vote if we can see the individual on video. Trustee Robling asked Mrs. Bartlett to double check the quorum regulations via video conferencing. Mrs. Bartlett also reminded the board that some matters must be voted on in person, such as the budget or reduction in staff as examples.

Mrs. Bartlett stated that OSHA requirement for vaccine or testing has been struck down. Employers can still have their own policy; however, it is not mandated by law.

Mrs. Bartlett stated they hope to have an agreement with Benton Township at the March meeting.

Chief Dillard asked the board if the state of emergency ends in March, how would like to handle the regular meeting. Mrs. Bartlett stated that we may want to notice it both ways, so that we are giving the public access to our meetings. Chair Sorensen stated that she would prefer an in-person meeting.

b. Statistics

	<u>January 2022</u>
TOTAL Emergency Calls	384
Fire Calls	18
Over Pressure Rupture, Explosion, Overheat	1
EMS Calls	275
Hazardous Conditions	11
Service Calls	26
Good Intent Calls	23
False Alarms	29
Severe Weather	0
Special Incidents	1
Incidents by Township	344
Benton	15
Bloomington	30
Clear Creek	41
Indian Creek	9
Perry	85
Van Buren	139
Washington	25
Incidents – Contracted Townships	21
Polk	3
Salt Creek	18
Incidents by Aid Given	19
Bean Blossom	1
Bloomington City	3
Ellettsville	5
Richland Township (EFD)	2
Greene County	7
Lawrence County	1
Brown County	0
Owen County	0
Morgan County	0
Average Response (dispatch to arrival on scene)	8 min 01 sec
Average Turnout (dispatch to enroute)	1 min 08 sec
Average Time on Scene	23 min 57 sec
SOR (Statements of Refusal) signed:	3

	<u>2021 Year End</u>
TOTAL Emergency Calls	4,173
Fire Calls	207
Over Pressure Rupture, Explosion, Overheat	9
EMS Calls	3,105
Hazardous Conditions	150
Service Calls	129
Good Intent Calls	355
False Alarms	199
Severe Weather	2
Special Incidents	17
Incidents by Township (April 1 – December 31)	2,588
Bloomington	350
Clear Creek	388
Indian Creek	85
Perry	735
Van Buren	1,030
Incidents – Contracted Townships (4/1-12/31)	513
Benton	178
Polk	40
Salt Creek	158
Washington	137
Geographical District (January 1-March 31)	893
District East	60
District North	85
District Northeast	64
District Northwest	54
District South	237
District Southeast	50
District Southwest	95
District West	248
Incidents by Aid Given	19
Bean Blossom	1
Bloomington City	3
Ellettsville	5
Richland Township (EFD)	2
Greene County	7
Lawrence County	1
Brown County	0
Owen County	0
Morgan County	0

Response by Station

Station 21	447
Station 22	1,211
Station 23	110
Station 24	231
Station 25	644
Station 29	1,316
Station 39	214

Average Response (dispatch to arrival on scene)	7 min 49 sec
Average Turnout (dispatch to enroute)	1 min 05 sec
Average Time on Scene	27 min 12 sec

SOR (Statements of Refusal) signed: 20

Chair Sorensen thanked Deputy Chief Bright for the information. Chair Sorensen stated that the graphics help bring everything into perspective.

c. Emergency Medical Services – Special Operations

Deputy Chief Bright updated the board on the current situations:

- Since November 1, 2021 we have had 31 total personnel test positive for COVID. 14 were vaccinated or partially vaccinated. The members who have been off on extended leave have been unvaccinated.
- We are beginning to get Central Dispatch to change back to sending the closest stations on medical calls. This is an ongoing process.
- We are waiting for an updated IU Health bill with a list of current service costs from occupational health. We have noticed an increase in our bills with the most recent return to work evaluations.

Trustee Robling asked how many are currently off with COVID. Deputy Chief Bright stated that we currently only have 1 member off. Deputy Chief Bright stated that over the last 2 years, we have only had 2 or 3 with any long-term time off.

Deputy Chief Bright updated the board on accomplishments:

- Completed a review of recommendations for dispatch
- Updated response recommendations for all zones
- Special address exceptions have been included in the system.

Deputy Chief Bright updated the board on planned activities:

- Continuing to work with Central Dispatch on changing over all zones to closest stations, reduce the number of zones if possible and add special hazard zones where appropriate.

Trustee Robling asked exactly what is the issue with central dispatch. Trustee Robling wants to know what we need to do to get the issues corrected. Deputy Chief Bright stated that we have more to discuss concerning dispatch and will be

able to answer those questions during that presentation. Fiscal Officer Brown stated that he feels Deputy Chief Bright has made good progress in getting some of the issues corrected. Deputy Chief Bright stated that he doesn't believe we have the solution yet, but these are at least band-aids to some situations and we are making progress.

Trustee Baker asked who controls dispatch? Chief Dillard explained that the county and city have an interlocal agreement with a few components to the agreement. The day to day operations of central dispatch is overseen by the Chief of Bloomington City Police. There is an oversight board which is comprised of the police chief and the sheriff. There is also a dispatch policy board which oversees the policies of dispatch and the budget. The dispatch policy board is made up of five individuals, two are appointed by the county, two are appointed by the city, the last position is appointed by the city however it must be a member of the IUPD (Indiana University Police Department). Chief Dillard stated the he is a member of the dispatch policy board.

Central Dispatch Report

Deputy Chief Bright stated that when he looked back at what has happened, he remembers beginning in March 2020, when the Chief retreats were happening (meetings between Van Buren, Northern Monroe and Monroe Fire to work on the merger items such as dispatch) Eli Eccles, who is the CAD administrator for the city was invited to attend to discuss what our needs would be moving forward. We had to have things like tones generated for our Battalion Chief positions, so that they could be dispatched, get all stations set up so tones were coming out correctly. We determined as early as 2020 we wanted to be able to have unit specific dispatch. This would mean, if we wanted a ladder truck, tanker, an engine and two battalions dispatched for a call, that would be the tones that would drop. We know that the software is there to do this, however, we were told in March that the system would not allow that. We would not be unit specific, but rather station specific. In the fall of 2020 we sent in our recommendations so that in January 2021 we would be up and running. January 2021 the remapping of zones was completed by Deputy Chief Bright and Deputy Chief Cornwell and sent to dispatch. Dispatch began testing our response recommendations. The software was to look at the what apparatus and battalion chief was closest and dispatch them based on the zones. During testing it seemed to work, however by mid-February we began noticing inappropriate tones being dropped, which was stated to be a proximity issue.

We requested the Spillman software be evaluated for overall set-up by a 3rd party consultant and give the system a tune up. The District even offered to help pay for the evaluation. In March it was reported that Spillman felt there was a software bug and proximity zones recently created for Ellettsville and Monroe Fire were removed in an attempt to rectify the issues. Chief Patton from Ellettsville Fire Department also is having issues with Spillman software stating that the old zones are still being used as well as the new zones. At this time, we sent in to change from the closest station to specific stations.

Chief Dillard explained how the zones dispatch is supposed to work.

Deputy Chief Bright continued with his timeline explanation of the dispatching issues. Several things over the course of the year were addressed including the fact that we now send CAD issues directly to dispatch instead of Deputy Chief Bright sending all issues. We have requested contact information for Motorola/Spillman so that possibly we could have IT Specialist Cooper help us to rectify the issues. Since we don't own the software license and we are an end user, we have no real stake in how it is set up or managed. It seems that when we do get a representative from Motorola/Spillman, since we are not the owner of the licensed software, they are unwilling to talk with us or to help us to rectify the issues. We are told that we have to work with the individuals who own the software. IT Specialist Cooper has some issues with the fact that we do not get updates for software in a timely manner because we have to wait on central dispatch to update and then push the updates to us. Currently we don't know when central dispatch does an update. We only find out when we give them a call and ask if they are having issues and are told, oh there was an update you need to close down and restart.

Vice-Chair Kruzan asked if we know how many other communities use this system. Deputy Chief Bright stated that he doesn't know how many but there are several in the state of Indiana. Chief Dillard stated that Johnson county uses this system, completely different than how Monroe County does and that Johnson County does not have any of the issues we are encountering. Chief Dillard feels as though we are not fully using the software as it can be used.

Vice-Chair Kruzan stated that it sounds like this is a local issue, not necessarily a Motorola/Spillman issue, but rather an issue with how Monroe County uses the software. Chief Dillard stated that we have some suggestions on how to remedy some of the issues, and wanted the board to understand that the individual who is in charge of the Spillman software for fire/ems side is the IT person for the City of Bloomington Police Department. We feel as though there is not a dedicated IT individual for Spillman. Trustee Baker asked if this is a city or county issue, who ever manages the software. We feel this is a priority issue basically.

Trustee Robling stated that previously the City ran dispatch, and probably still does, so it seems they prioritize the City. However, we have a real organization here that needs to get our issues corrected in a timely manner. Trustee Robling asked who does own the software? IT Specialist stated he has not been made aware of who the license is issued to. Chief Dillard stated that the license was purchased with 911 money, however we are not sure who the license is registered to. Trustee Robling doesn't understand why no one will tell us who the license was issued to. IT Specialist Cooper stated that it is common in the IT world because companies won't discuss their software unless you are the owner of the license. Chief Dillard stated that we will find out who the original owner of the software is. Vice-Chair Kruzan asked how this impacts City of Bloomington Fire. Chief Dillard stated that when this program was initially purchased and set up, that it was set up in a hurry

due to a lightening strike. Chief Dillard stated that a few years ago the City of Bloomington Fire implemented some changes and went from station specific to apparatus specific. MDT's are located in all vehicles and are GPS located by dispatch to send the closest apparatus. When this was implemented years ago, it did cause some issues within the program, that caused some issues with station dispatching. Chief Dillard stated that we never received a reason as to why this happened. Currently the City of Bloomington is dispatched by apparatus specific and by zones, they do not seem to be encountering the problems that we are seeing. The way City of Bloomington is dispatched is different then how we are. We have had discussions about being dispatched apparatus specific however we were told that it is not an option for the District. Vice-Chair Kruzan asked why this was not an option for the District. Chief Dillard stated we have been told it is because we have a number of apparatus at each station and that not all of the apparatus can be staffed. Vice-Chair Kruzan asked who is telling us this. Chief Dillard stated it is coming directly from Central Dispatch, either Eli Eccles, their IT Administrator or Amy Hensley the Director of Central Dispatch. Vice-Chair Kruzan asked where does their authority rest? Has the policy board voted on this? Or is it just everyone is going along with it because they seem to be in charge of it?

Trustee Vest stated that dispatching to zones for the Monroe County Sheriff's Department, Ellettsville Police, IUPD, BPD don't seem to have these issues. He asked is the same program used for dispatch to Monroe Fire? Chief Dillard stated that yes, it is all Spillman however it is more likely the configurations are done differently. Trustee asked if we could compare the two and have them do something similar to police dispatch. Deputy Chief Bright stated that he knows that police are dispatched by unit number not by zones like we are currently.

Chief Dillard stated that in the past we were able to view the mapping of the zones, however several months ago we no longer had access to it. When we questioned why we were told it was because you had to be on the City internet to have access to it and that they would work to get that corrected. It has not yet been corrected.

Chief Dillard stated that the program will work the way we are requesting, it is the way they work in Johnson County, who uses the same program.

Chair Sorensen asked that we move forward with the proposed solutions. She thanked the board for being so enthusiastic in looking into this problem. We as the board want to be of help, not to storm into Central Dispatch.

Appendix A – Dispatch Timeline is attached at the end of the minutes.

Deputy Chief Bright went over the accomplishments we have gotten corrected this year:

- All tones have been corrected – Individual apparatus (BC's Only) and station tones

- CAD reports for Dispatch review are being forwarded directly to dispatch. This has helped with getting some things rectified in a timely fashion directly through proactive education.
- We have begun work with getting the closest stations dispatched. We are currently testing MF29 zone.
- All recommendations have been updated.

Major remaining issues:

- Closest station being dispatched to all calls
- Have the closest Battalion Chief being dispatched
- CAD issue forms are still not automatically sent to both the dispatch supervisor as well as the CAD Administrator
- Do not have the ability to do unit specific dispatching
- Do not have assigned radio frequencies on major incidents
- Ambulance services uses the main dispatch frequency to talk on

Recommended solutions

- CAD/EMS administrator specifically for Fire and EMS at dispatch
- Third party evaluation of the entire Fire and EMS set up within Spillman
- Implementation of cross-staffing and apparatus ghosting in order to achieve unit specific dispatching for the county. This would allow us to ensure that the desired apparatus is attached to and responding to all calls.
- Revise the CAD form (into a google form) to be sent to multiple recipients in order for all dispatch issues to get handled as promptly as possible by the correct party.
- Implementation of assigned radio talk groups.

Deputy Chief Bright stated that from November 11 – December 13, 2021 we filed 41 dispatch reports by MFD staff. Nineteen of those calls were related to proximity (closest station). There were 15 other responses received.

Vice-Chair Kruzan thanked Deputy Chief Bright for the detailed report. He is committed to making this dispatch issue a priority in 2022. Vice-Chair Kruzan asked Chair Sorensen if he could meet with Trustee Robling, Trustee Baker, himself, Chief Dillard and Deputy Chief Bright to get a plan of action in place to address to Dispatch in the coming months. Fiscal Officer Brown stated it sounded like a committee to be formed by the board. Vice-Chair Kruzan stated that before we form a committee, he would just like to sit down and discuss with the Chief and Deputy Chief Bright and go over everything to see what type of a plan we can bring to the board moving forward. Chair Sorensen stated that she was happy for them to begin discussions with the Chief and Deputy Chief Bright to get a plan in motion. We don't want to do anything to cause problems with Dispatch. Vice-Chair Kruzan stated that Battalion Chief Allen and Lt. Chapman had given him a hand on look at the ProQA issues, he asked if that was a stand-alone problem with dispatch that we would need to focus on separately. Deputy Chief Bright stated that yes, it is a separate issue, and that we feel the CAD form would be a great deal of help with that. If the dispatch supervisor would receive the CAD form information, go review the call and immediately educate the dispatcher

of the error, would help tremendously. Vice-Chair Kruzan doesn't want us to let the ProQA problem to get lost in the discussion. We want to make a thorough approach of all issues with dispatch. Chair Sorensen asked if Trustee Baker, Trustee Robling were willing to set up a time with Vice-Chair Kruzan to proceed with talking about the issues. No committee will be formed at this time. The three board members will report back to the board.

d. Operations

Deputy Chief Cornwell went over his Operations report:

- We have several vehicles out of service: Rescue 21-new pump; Engine 21 – antifreeze usage issue; Brush 21 – pump out of service, truck can be used if needed; Brush 22 – pump out of service, truck can be used if needed. Parts are ordered
- E-One Update: Start date of first part of February with the finish date of sometime end of April or beginning of May. Final inspection mid-April.
- Helmets Update: We are still waiting for delivery due to product shortage.
- Rescue 22: Radio headsets have been ordered for the cab, we are waiting for installation.
- We have ordered ear pieces with mic's for command staff. This will help with better understanding of communications while on scene.

Accomplishments:

- Plows have been installed on ATV 21, ATV 29 & ATV 39.
- Lights have been added to the ATV's for better lighting
- A speed switch has been installed to ATV 21, this will only allow all the ATV to go at a maximum speed of 15mph, unless you have a key.
- Starter Jump Packs have been delivered to the main stations (21, 22, 25, 29 & 39)

Planned Activities:

- Battalion Chief Gillespie continues to work on the hose packs. After further research and a better understanding we want to make sure that we are putting out a program that will suit the district to best we can.

e. Training

Chief Dillard gave the training report.

- During the month of January 2022 there were 2,834.5 hours of training was completed. 2,034.5 of those hours were by full-time firefighters.
- Crews have been training on basic ice rescue skills.
- All crews have been reviewing our operating policies that we wrote last year to refresh themselves and to stay up to date.
- We currently have a battalion chief attending a seminar on fire tactics. This is a week-long class in Florida put on by experienced Chiefs and leaders of larger departments.
- We have two sergeants attending technical ice rescue class. This class is being hosted by a department in Hustisford Wisconsin and will our crew will be able to share their experience with our personnel. Moving forward the two Sergeants will be helping train the crews on the subject.

- The Indiana Fire Instructors Association is hosting a winter fire school at the new fire academy in Plainfield this month. We currently have 8 personnel enrolled who will be taking classes on large truck extrication, thermal imaging and decision making under fire.

Chair Sorensen asked about the post on Facebook about the rescue of a dog on the ice. Chief Dillard stated that normally a dog will naturally get off the ice on its own, however we had several calls and this dog was not going to come off the ice. We had a crew get him off the ice, and the dog was thrilled to be rescued.

f. Community Risk

Deputy Chief Coover updated the board on ongoing events.

- Investigating incendiary fire on East SR 45 with the assistance of the Indiana State Fire Marshal's office, and continued investigation on Brummets Creek Road.
- Still working with INDOT on the permit for the gate at Burch Road which will require a transfer of responsibility form INDOT to County Highway.
- March 16th is the project start date for Harmony Road safety fencing
- Working with Area 10 Agency for assistance to seniors regarding an adult with homecare needs. We helped with two additional elderly citizens who potentially need home health care of residential care.
- We are continuing to work with Monroe County Health Department with the planning and delivery of vaccinations every other week
- Continue to work with MCCSC concerning anti-bully program and preparing to present at a meeting with several individuals at MCCSC.
- Continuing to work with IVY Tech on the paramedic course for an MFPD. Several individuals are taking the prerequisite classes now.
- Working with Solid Waste on citizen complaints. We are assisting with legal action. For legal action, Solid Waste needs a complaint from the citizen or fire district.
- Working with 2 youths who have misused fire as a partnership with MCCSC. This is a 4-week program of screening and education, both individuals currently have COVID, so that program will resume when they are both healthy.
- Continuing to follow up with dispatching issues; call types, time lag of dispatching appropriate apparatus; failure of dispatch to follow up on the responding ambulance.

Trustee Robling asked about the Burch Road gate. Deputy Chief Coover explained that we provide the maintenance to the gate already as a courtesy to the county. INDOT does not see MFD as a separate organization, not a portion of the county. Trustee Robling asked about the Solid Waste, legal action required. Deputy Chief Coover explained by example that we help when an individual start using their yard as a car repair business, but doesn't clean up the car parts and cars in their yard.

Without a complaint by either a citizen or by an agency like the fire district, Solid Waste cannot file charges on the individual.

Accomplishments

- Worked with Area 10 to assist a senior whose medical alert alarm needed updated information.
- We will continue to deliver vaccinations through the Homebound Hoosier program.
- Complete the Youth Fire Prevention sessions completed.

Planned Activities

- Continue to work with INDOT by initiating our request for Limited Access Right of Way (LARW) 169 North for Station 26
- Continue the permit process for Burch Road Gate update; this is all contingent on the permitting process which involves several agencies. This will adjust permitting through fire district to expedite the process.
- The State Fire Marshall returned the lab results for the East SR45 fire as negative for an ignitable liquid. By the burn patterns we can justify there was an ignitable liquid that started the fire.
- Continue to work with Monroe County Health Department administering Homebound Hoosier vaccinations.
- Continue to work with Area 10 Agency for assistance to Seniors regarding health care access, care giver information and planning and provide referrals for those needed for services were available.
- Continued development of the Peer Support policies and procedures.
- We will be considering bringing the District Chaplin to scenes of suicides.
- Working to install Safe Haven boxes at the fire stations.
- Working on a Fire Prevention Ordinance for rental residences within the district.

Trustee Baker asked if Station 26 was the future fire department for Washington Township. Deputy Chief Coover stated that yes, that would be the one built in Washington Township.

g. Financial Report

Financial Administrative Assistant Robinson stated that her information is included in the Administrative Report this evening.

h. Administrative Report

Chief Dillard explained that the Administrative report will consist of items from himself, Assistant Chief Bomgardner, Financial Assistant Robinson and Administrative Assistant Bovenschen. Chief Dillard went over current activities, accomplishments and planned activities:

- The planned meeting with members from the Union, Volunteers, Auxiliary, Public Information Officer and Administration to schedule events in 2022 had to be cancelled. Each group has submitted their event information and a draft master schedule will be distributed for review.

We want to bring back the events that each department had prior to the merger.

- We are updating each apparatus with new insurance cards.
- Currently working with Root Advisors to complete the Annual Financial Report. The Fiscal Officer will have to submit once finalized.
- Our Annual Worker's Compensation Audit has begun.

Accomplishments

- 2022 Salary Ordinance items have been updated. First payroll for those updates was January 30, 2022.
- COVID-19 Procedure has been updated to reflect some CDC changes. We did not change the amount of time off with a positive test. Members are off for 14 days minimum.
- Assistant Chief Bomgardner has received seven new volunteer applications.
- Fire Marshall Rusty Clark returned on February 1, 2022 after extended time off to recover from surgery.
- We received credits due from Comcast for 2021 in the amount of \$1,518.

Planned Activities

- We will continue to recruit new volunteers
- We currently are utilizing three light-duty personnel to assist Lorie with a new asset management program with a goal to have all fixed assets with a value greater than \$5,000 tagged and verified by February 28, 2022.
- Finish and submit the GAAP report to the auditor by February 28, 2022.
- (30) SCBA cylinders will be delivered to Colorado and returned to service with a 15-year life extension during the month of March. Financial Assistant Robinson will be driving out to Colorado with the bottles as we had some concern with shipping these bottles back.
- We will continue to work on Federal Grant Reimbursement submissions.

Station Patch & Motto Project

Chief Dillard explained that we currently have a project in house with our stations on creating a station patch and motto for each house. This will give these houses some pride in their house and in their community. We gave some requirements on what needed to be included in their motto/patch:

- Station crews and volunteers were requested to work together to design a logo/patch and a motto specific to their station
- Logos and mottos should reflect the station's abilities, history or geographic area, including landmarks and other defining items.
- House Captains have led the discussion amongst the personnel from all shifts within a fire station
- This is common throughout the fire service, however is a new tradition to the fire District and the departments it previously comprised

We have had 4 houses turn in some information and included drafts of their patches. We would like to hopefully later sometime this year to rebrand some of the apparatus with these station patches and mottos. Here are a few examples:

- Station 22 would incorporate: Bloomington Speedway, limestone/quarries, a bulldog (Batchelor Middle School mascot), extrication equipment, rope rescue equipment and comets (Clear Creek Elementary School mascot)
- Station 29's design includes wings and a propeller, says west side, and includes Battalion 29.
- Station 25's design includes a Tasmanian devil with a fire hose, the words ladder and hazmat station.
- Station 39's design includes an owl and the MFD scramble.

We have 3 stations still working on their projects. We will report more when available. We intend to have these professional and then placed into service on apparatus and on uniforms.

Vice-Chair Kruzan stated this is fabulous. Good work to all!

ISO Classification

Chief Dillard explained that we are now 8 days passed when the ISO rating took effect. We will now start advertising. We are now an ISO rating of 4/10. This means that every property within 5 miles of a fire stations are now classified as an ISO Classification 4. Properties outside of 5 miles of a fire station remain an ISO Classification of 10. A majority of residents served by the MFPD are within 5-miles of a fire station but not within 1,000 feet of a fire hydrant. Previously these residents were considered an ISO Classification of a 9. These residents are now considered an ISO Classification 4, which is a substantial change and should help with their home owner's insurance. Property owners within 5 miles of a fire station should contact their insurance agent or consider shopping for insurance companies that utilize ISO to determine premiums.

Chief Dillard stated that there is information on our website www.monroefd.org. There is an ISO rating section which includes a letter and interactive maps for each fire station. There is also contact information if you need anything further.

Chief Dillard stating we have a press release in the works and will send to all media outlets. We will post on Social Media including, Facebook, Instagram and twitter. We will have information on our web page and we are considering doing a bulk mailing to members of the district. We have reached out to about six companies concerning a bulk mailing.

Chair Sorensen thanked Chief Dillard for the information. Vice-Chair Kruzan thanked Chief Dillard and staff for the work completed for the ISO report. He also thanked the Chief and staff for the detailed reporting during the winter storm.

NEW BUSINESS

a. **Financial - Claims**

Financial Assistant Robinson presented claims signed January 9, January 10, January 14 and January 31, 2022. Our umbrella insurance has been paid for the first quarter, a few annual software subscriptions, and the station 21 mortgage.

Fiscal Officer Brown moved approval of claims for January as presented.

Vice-Chair Kruzan 2nd

Roll Call vote was taken:

Yeas: Sorensen, Kruzan, Brown, Baker, Courtright, Robling, Vest

Motion passed 7-0

Payroll: Included the semi-monthly payrolls for January 2022. Financial Assistant Robinson stated that she will have a slide each month for payrolls.

Trustee Robling moved approval of payroll for January as presented.

Vice-Chair Kruzan 2nd

Roll Call vote was taken:

Yeas: Sorensen, Kruzan, Brown, Baker, Courtright, Robling, Vest

Motion passed 7-0

b. **Financial - Statement**

Financial Assistant Mrs. Robinson stated that the Certified Financial Statement for January 31 is presented for your approval. Mrs. Robinson explained that there is an adjusted column on this new spreadsheet. This is due to the encumbered funds from 2021. We should be at approximately 8.3% of the budget spent at the end of January. There are a few lines that are over due to things that are annual payments. We are at 7.86% at the end of January.

Trustee Robling made a motion to approve the certified financial statement as presented for January 31, 2022.

Vice-Chair Kruzan 2nd

Roll Call vote was taken:

Yeas: Sorensen, Kruzan, Brown, Baker, Courtright, Robling, Vest

Motion passed 7-0

c. **Financial – Hartman & Williams letter of engagement for GAAP Report**

Financial Assistant Robinson explained to the board that for the past two years, Monroe County has paid for the services of Hartman & Williams, an independent CPA firm who reviews the information provided by all component units of Monroe County. Hartman & Williams convert the cash basis information to accrual basis for the GAAP report. The County no longer wants to pay the CPA for the time they work with the component units. As the county processed the GAAP report last year, they logged the hours that Hartman & Williams spent on each component unit. Last year the county determined that Hartman & Williams spent 23.25 hours were spent on Monroe Fire District for the report. The estimate from the CPA for Monroe Fire this year is \$3,255.

Chief Dillard and Mrs. Robinson questioned the amount since we are such a larger entity. Mrs. Robinson asked and was told that since Mrs. Robinson is so familiar with the information needed for the report they do not see the time they will work on our portion of the report to be any more in length than last year. The letter from Hartman & Williams is requesting us to sign into an agreement to pay them for their reviewing our information for the GAAP report.

Mrs. Robinson is asking the board to let Chief Dillard sign on behalf of the board the engagement letter. Chief Dillard and Financial Assistant Robinson have requested the engagement letter state the amount of \$3,255 as an agreed amount. Mrs. Robinson stated that she asked if they would write the contract with a not to exceed number. Mrs. Robinson shared the component unit letter signed by all Monroe County component units.

Trustee Robling asked if we have looked into other CPA firms or are we locked into using Hartman & Williams because they are doing the report for the County. This agency was chosen by the county due to the knowledge one of the owners has of this type of reporting. The owner was once an employee of the Indiana State Board of Accounts. Hartman & Williams has worked with government entities for several years. Chair Sorensen asked if there was a timeline when this needed to be signed. Mrs. Robinson stated that the report is due to the county by February 28, 2022. The engagement letter was sent January 31 and received by the administration on February 1, 2022.

Chief Dillard stated that we thought the county would just bill us for our portion of the report, however it appears that the county doesn't want to handle it that way. Chair Sorensen asked if in the past we had to pay the county for the time that the CPA worked on our portion of the report. Mrs. Robinson stated that for the first two years, the county paid for the entire report to be done. Chair Sorensen asked if we knew the cost for the component units. Mrs. Robinson stated that she was unaware of the cost to the other special units; the library, parks and rec, the fire district, and convention center. Vice-Chair Kruzan stated that we don't know what portion of the county's bill paid to Hartman & Williams was attributable to the district. We don't really know what \$3,255 is compared to what we have been charged, even though we haven't had to pay it in the past. Mrs. Robinson stated that is correct. Vice-Chair Kruzan stated that he is a little uncomfortable with not having researched other firms, and not knowing how this cost reflects our portion of the county's bill. Mrs. Robinson stated that when she worked for the county they took bids from other CPA firms to do the GAAP report. Because the report is a massive undertaking, there were several firms who had bid on the project. Hartman & Williams won the bid at the county due to the fact they were more familiar with the report and their hourly rate was more reasonable than the other firms. Trustee Baker stated that he feels that if we sign this for a one-year agreement and we can look into someone else next year.

Chair Sorensen asked where this would come from the budget. Mrs. Robinson stated that it would come from the General Fund from Accounting Services. Vice-Chair

Kruzan stated that he wants everyone to be aware that this has nothing to do with Financial Assistant Robinson. He would like for us to look into other options if available for next year.

Vice-Chair made a motion to allow Chief Dillard to enter into an agreement with Hartman & Williams for the GAAP reporting.

Trustee Robling 2nd

Roll Call vote was taken:

Yeas: Sorensen, Kruzan, Brown, Baker, Courtright, Robling, Vest

Motion passed 7-0

d. Bylaws Amendment – Number of Board Seats

Attorney Christine Bartlett explained that this is just for information this evening. That any amendments to the by-laws must be on the agenda twice prior to voting on.

Attorney Bartlett stated that we need to amend the number of seats on the board since we have added the two additional townships to the board.

e. Equipment – MSA LUNAR Units

Deputy Chief Cornwell explained that one of our thermal imaging cameras' is out of service. We looked into fixing the camera, however the cost to repair is close to the cost of a new one.

We are requesting from the board to purchase (2) camera's so that if we have one to go out of service, we still have one as a back-up. Vice-Chair Kruzan asked how many would the district have in total with the purchase of two more cameras. Deputy Chief stated that we will have 4 total MSA Lunar Thermal Imaging Cameras with this purchase. In the future we would love to see that every firefighter was equipped with one of these MSA Lunar Thermal Imaging camera's as they are compatible with our MSA G1 SCBA's. The more of these we have, the more information we can have about our crews during a scene. These cameras can tell how much air is in a pack, if a fire fighter has gone down, these cameras are capable of talking to each other and have a great deal of potential as we increase the number of them we have. Deputy Chief Cornwell stated that we do have other thermal imaging cameras within the District. Each apparatus has some type of thermal imaging camera. We have roughly 7-10 through the district. Vice-Chair Kruzan asked if we had purchased these last year at all. Chief Dillard stated that yes, we did purchase at least one of these last year as well as some cheaper thermals. After comparison, these are the one that we would like to purchase over the next few years. Vice-Chair Kruzan asked in the new budget how many we would be asking for. Chief Dillard stated that we currently have a plan to get them into the officer's seats first, and then the sergeants' seats over the next year. It will take a few years to get one of these on each firefighter's seat. Overall, we would need around 30 of these.

Trustee Robling made a motion to approve the purchase of 2 MSA Lunar Thermal Imaging Cameras.

Vice-Chair Kruzan 2nd
Roll Call vote was taken:
Yeas: Sorensen, Kruzan, Brown, Baker, Courtright, Robling, Vest
Motion passed 7-0

NEXT MEETING

Chair Sorensen stated that the next meeting will be March 9, 2022, currently set for in person at Station 23, located at 8019 S. Rockport Road, Bloomington, IN 47403. However, we may move to a Zoom meeting based on the Governor's Emergency orders.


ADJOURN

Chair Sorensen called for a motion to adjourn.
Trustee Robling made a motion to adjourn at 8:33pm
Motion passed 7-0

Minutes approved by the board of trustees on March 9, 2022:

Aye:

Nye:




Vicky Sorensen, Chair

Vicky Sorensen, Chair




Mark, Kruzan, Vice-Chair

Mark Kruzan, Vice-Chair



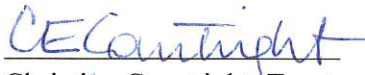
C. Ed Brown, Fiscal Officer

C. Ed Brown, Fiscal Officer



Michael Baker, Trustee

Michael Baker, Trustee




Christina Courtright, Trustee

Christina Courtright, Trustee



Kevin Robling, Trustee

Kevin Robling, Trustee



Dan Vest, Trustee

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