



# Monroe Fire Protection District



## MINUTES OF MEETING OF THE BOARD OF TRUSTEES

Joel Bomgardner called a regular meeting of the Board of Trustees of the Monroe Fire Protection District to order at 6:02 p.m. EST Thursday, December 8, 2020 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.

Mr. Bomgardner called the roll of the board of trustees to determine members present, absent, and to identify others present.

Those present were as follows:      Joel Bomgardner, Chairman  
C. Ed Brown, Fiscal Officer  
Vicky Sorensen, Vice-Chairman

Those absent were as follows:

Others present were as follows:      Dustin Dillard, Chief, MFD  
George Cornwell, Deputy Chief, MFD  
Tammy Bovenschen, Administrative Assistant MFD  
Lorie Robinson, Financial Assistant MFD  
Christine Bartlett, Attorney, Ferguson Law

Those absent were as follows:

### CHANGE OR AMENDMENTS TO THE AGENDA

Mr. Bomgardner asked if there were any amendments or changes to the agenda. There were no amendments or changes to be made. Mrs. Bovenschen noted that her computer had not uploaded some documents that were changed during the last few hours prior to the meeting. The Agenda some may have could have a few items incorrect. Chief Dillard will have the correct Agenda posted on the Zoom meeting.

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**HEADQUARTERS**  
**STATION 11**  
**3953 S KENNEDY DRIVE**  
**BLOOMINGTON IN**  
**812-331-1906**  
**812-336-1166 (FAX)**

**LAKEVIEW**  
**STATION 21**  
**9094 S STRAIN RIDGE RD**  
**BLOOMINGTON IN**  
**812-824-6077**

**KIRKSVILLE**  
**STATION 23**  
**8019 S ROCKPORT RD**  
**BLOOMINGTON IN**  
**812-824-6202**

## **PUBLIC COMMENT**

Mr. Bomgardner explained this was the time when any member of the public could speak to the board concerning any matter not listed on the agenda. Mr. Bomgardner 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 November 20, 2020 board meetings were presented to the board for approval. Mr. Bomgardner called for a motion to approve the minutes.

Mr. Brown made a motion to approve the minutes of November 20, 2020 minutes

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

Motion passed 3-0

## **OLD BUSINESS**

### **a. District 8 Fiscal Agent**

Chief Dillard stated that we have received the fully executed grant agreement. This contract is for \$7000 and is for the training facility at Station 25. The information should be in the IGMS system within the next few days and we will be able to submit for a few reimbursements.

### **b. Legal Updates**

Mrs. Bartlett stated that they are working on the deed transfers for the real properties Van Buren and Northern Monroe Fire Territory, however they wanted to be sure that their (VB and Bloomington Township) attorneys didn't want something worded a little differently. They have not heard back from Van Buren's attorney but she will be reaching out to them again this week. This will not require any board action, it will simply be them signing over the deeds. She stated they are also working on all of the equipment transfers and getting all of the titles transferred to Monroe Fire by January 1.

Mrs. Bartlett stated that they are also working on getting the Rhorer Road property a conditional use approval so that it can be used to house the battalion chief and the administrative offices. This requires going to the county board of zoning appeals. Mrs. Bartlett stated that they have submitted the paperwork and we are scheduled to be on their agenda in early January.

Mrs. Sorenson stated that she is on the board of zoning appeals and will not be allowed to be at the meeting when we appear. Mr. Bomgardner also stated that the quick claim deed will be going to the Bloomington Township Board this week and should be approved.

**c. Monroe Fire Protection District Future**

Chief Dillard explained that within the next two weeks the Washington Township merger request will be on the Commissioners agenda. Chief Dillard has been in touch with county attorney Jeff Cockrill and they will be having more conversations with him next week. Chief Dillard noted that in January or February of 2021 we will begin discussions with the remaining townships that are wanting to join the district.

Deputy Chief Cornwell updated the board on the current construction projects that we will acquire January 1. There are 4 projects underway, Kirby Road Station 29, is roughed in and ready for drywall this week. Station 39, on Hinds Road, all interior walls painted, fixtures are going in and cabinets hopefully this week or next. Exterior landscaping that needs to be done that should be done late December. We are hopeful that the move in date will still be January 1, 2021. Station 24, Benton Township, is also slated for completion the end of December, the walls are roughed in, bedrooms roughed in, and the plumbing issues have been dealt with. The final project is the Annex building on Rhorer Road. We are almost ready to paint, the flooring was purchased this week and we hope to be ready to move in January 1, 2021

**d. MFD Position Appointments/Hiring**

Mr. Bomgardner explained that he will be presenting these appointments because Chief Dillard and Deputy Chief Cornwell were not involved in the interviewing process.

i. IT Specialist

Mr. Bomgardner stated that there were 4 candidates for the position, however one candidate did drop out. The District would like to ask the board approve Mr. Darrell Cooper for the position of IT Specialist. Mr. Cooper has an extensive background as an IT Specialist.

Mr. Brown made a motion to approve Darrell Cooper for the position of IT specialist.

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

Motion passed 2-0

ii. Mechanic

Mr. Bomgardner asked the board to approve Mr. William (Chris) Welch for the position of mechanic.

Mr. Brown made a motion to approve Chris Welch for the position of mechanic.

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

Motion passed 3-0

i. Lieutenant/Sergeants

Mr. Bomgardner asked the board to approve the following list of

candidates for the positions:

Lieutenant – Clayton Dillard

Mrs. Sorensen made a motion to approve Clayton Dillard for the position of Lieutenant.

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

Motion Passed 3-0

Mr. Bomgardner presented the list of Sergeants – Anthony McKnight, Michael Hill, Trevor Yoho, Jordan Russell, Justin Knox, Matthew Siebott and David Richards

Mr. Brown made a motion to approve the Sergeants as presented.

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

Motion passed 3-0

**e. COVID-19 Information**

Deputy Chief Cornwell informed the board that we currently have 9 members that have been either quarantined due to exposure or currently have positive COVID testing. We have 1 member scheduled to return today, 3 that are scheduled for fit for duty testing with occupational health at the end of this week. Other members are scheduled to return December 16 or 19th, if released by occupational health. The final 3 have not yet been scheduled for doctor evaluation.

Chief Dillard also noted that we have suspended all in person meetings. We are at a crucial period and if someone would get ill now, they would be out during a very pivotal point in the merger. Chief Dillard noted that the Chief summit scheduled for next week will be done via Zoom so that we can all hopefully stay healthy and be 100% beginning January 1.

Chief Dillard also commended Deputy Chief Cornwell for keeping track of all of the exposures and quarantines. Individuals off work are filling out daily screening and DC Cornwell has done a great job of keeping the proper documentation on each individual. Chief Dillard appreciates all the hard work in keeping our firefighter's health.

**New Business**

**a. Firefighter Handbook 2021**

Deputy Chief Cornwell explained that this began in early January 2020. This document comes from reviewing all three department handbooks and sorting through each policy. This is a working document that we wanted to get to the members by December 1. Mr. Bomgardner asked if this needed approval tonight. Chief Dillard noted this is just information for the board to review. We are not ready for a vote at this time and feel this will be a working handbook for the next several months. Mr. Brown stated that he felt it was a well-done document and can't see that many changes will need to be made. Mrs. Sorensen has also read the

handbook and feels it was well written and complemented Deputy Chief Bright for his work.

**b. Engine 22 Bids**

Chief Dillard explained this would be for the new engine replacement. This is a 128-page bid spec. This has been in the process for the last six months. The purchasing committee has worked together to create the bid and feel it is ready. As the turn around time for building these types of apparatus are many months, this is not something we will even expect to take possession of until at the earliest sometime this fall. This document is all inclusive and the backbone of the document is the Rescue 22 apparatus. This is equipped more for fire suppression. Chief Dillard stated there would be some equipment/tools included in the bid spec or we would have other companies bid on those items specifically. This extra equipment includes SCBA, hose, rescue tools, thermal cameras, nozzles a deck gun. Chief Dillard will be researching how we will open these bids due to Zoom. We are requesting tonight to just put this out for bid to open at the January meeting. We feel the bids will come in around the same as the rescue, around \$600,000. This truck will hold 5 personnel and more water capacity. Mr. Brown had a few questions that Chief Dillard answered concerning the specs. Chief Dillard stated that they would post the apparatus and equipment separate and that a company could bid both or just for one or the other.

Chief Dillard asked Mrs. Bartlett if this needed board approval. She stated that it did not, however, if we wanted board approval to spec the bids out that was fine.

Mr. Brown moved approval for the posting of bids specs for apparatus listed as engine 22 and equipment for the apparatus.

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

Motion passed 3-0

**c. 2021 Board of Trustee Meeting Schedule**

Mrs. Bovenschen presented the schedule to the board. Mrs. Bovenschen stated that the meetings are all listed for the 2<sup>nd</sup> Tuesday of the month, beginning at 6pm. She stated that she has listed the building we would attend if we have in person meetings next year. Mrs. Bovenschen also noted that she only has us attending the 6 facilities that are in the district for 2021 and did not include the Benton Township station as they were only contracting in 2021. Mrs. Bovenschen noted that the October meeting is left as a TBD due to that being our budget adoption.

Mr. Brown made a motion to adopt the schedule as presented.

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

Motion passed 3-0.

**d. Phone System Quotes**

Chief Dillard stated that we have 3 quotes for a new phone system. Mrs. Robinson will be speaking tonight about the quotes as she has done most of the leg work on this. Matrix, Comcast and Gibson sent in quotes.

Mrs. Robinson discussed the fact that in July the building was struck by lightning and several things were affected including the phone system. This is the reason we began looking at a new system and we began to look into a VOIP system. Matrix is the first company we contacted because they are now the owner of Cornwell Communications who the department has worked with for many years.

Mrs. Robinson spoke about the recurring costs each quote had. Also noting that the some of the quotes were for only the new annex building and station 22. While some included station 21 and station 23. Mrs. Robinson noted that each quote is a little different and that some included purchasing the systems rather than leasing the equipment. Mrs. Robinson noted that Comcast wanted to bid for all stations.

Mrs. Robinson noted that Gibson would like to requote based on information they received after this initial quote.

Chief Dillard stated that we have to make a move with the new annex. Chief Dillard would like to see the new quote from Gibson, however the quote from Comcast if correct.

Chief Dillard would like authorization to move forward once we receive the final quote from Gibson. Mrs. Robinson noted that currently at the three stations in the current district the bills are over \$400 per month.

Chief Dillard would like to have authorization for an amount of no more than \$528 per month for 10 phones. Mr. Brown stated he had reviewed the quotes also and feels that we could.

Mr. Brown moved to approve the agreement with a company that will not exceed a recurring cost of \$528 per month and an initial one-time startup cost of \$2500.00

Mr. Bomgardner opened up for additional questions, are any of these costs covered by the insurance damage from the lightening strike. Chief Dillard noted that yes, the phone system was estimated at \$7,000. Chief Dillard also noted that the hold up on the insurance payment for the strike that happened in July is due to the generator. Due to COVID and the most recent hurricane, part manufacturers have been unable to supply the parts needed to fix the generator.

Mrs. Robinson noted that all companies have requested a 36-month lease. Mr. Bomgardner asked if the monthly costs covered the VOIP system. Mrs. Robinson stated that yes, the monthly fees do cover this cost. Deputy Chief Bright did have a question as to whether the quotes include the internet fees or are those additional feels. Mrs. Robinson noted that internet fees are on top of these costs.

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

**e. 2021 Salary Ordinance**

Chief Dillard stated that this is just for review. This is presented in December and voted on in January. These figures are from the budget. Chief Dillard stated that this is just one compiled document that has everything included in the budget.

Chief Dillard stated that in 2022 we will see changes to some of the training certifications that receive additional pay.

Mr. Brown noted that in the Board of Trustees it still notes only 3 trustees, we will have to add two more. Mrs. Robinson also noted that the Holiday Pay dates also still lists two under review. Mr. Bomgardner noted that his name should also be removed from the Ordinance.

**f. Line and Category Transfers**

Mrs. Robinson spoke to the board concerning the line by line items with in the budget for 2020. She presented the board with an amount of \$25,000 to be transferred from the personnel service's category to the other services category.

Mr. Brown made a motion to approve the transfer of \$25,000 from the personnel service's category to the other services category to balance the lines.

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

Mrs. Robinson asked legal council if specific documentation was needed or if the minutes would be approval enough for this transfer.

Mr. Brown asked if we had a problem with appropriations for a specific category. Mrs. Robinson explained that this is not an additional appropriation, we just needed to have a transfer from one category to another.

**g. Insurance**

Chief Dillard stated that we have two things to look at tonight. General Insurance and Medical Insurance.

Paul Zilz met with us this week and we will be seeing a substantial cost savings in our policies. One substantial change is that we are a large enough department now to be removed from the assigned risk category for worker's compensation and can move away from Liberty Mutual. We have a quote from the company 7710, who specializes in providing workers' compensation fire departments. The quote came in at \$99,000. Mrs. Bovenschen informed the board about the issues with Liberty Mutual during 2020. Mr. Brown stated that the presenter, Mr. Zilz, did do a great job presenting the information concerning the policies. Mrs. Bovenschen noted that the small

discrepancies that were noted during the presentation have been addressed. Chief Dillard noted that we need approval only for the worker's compensation change.

Mr. Brown moved that we accept the proposal of the 7710 company for the coverage of worker's compensation.

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

Motion approved 3-0

Chief Dillard presented the board with the health insurance proposals presented by Bill C Brown. After the presentation we did request to adjust the deductibles and out of pocket percentages on the plans and the co-insurance amounts. Due to these requests we would like to ask for an additional meeting for health insurance only, possibly early next week. This is for the IU Health Plans that are presented. We feel it is in the best interest for the members to look at this with new quotes as requested. Chief Dillard will follow up with Ron Remak tomorrow for a follow up meeting. Chief Dillard will hope to have a meeting set up tomorrow.

## **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 October 16, 2020, November 4, 2020, November 16, 2020 and December 1, 2020 were presented for approval.

Mr. Brown motioned to approve MFD claims dated October 16, 2020, November 4, 2020, November 16, 2020 and December 1, 2020.

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

Motion passed 3-0

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

Mrs. Bovenschen reported that there was one claim for skid steer services to JD Waldrip.

Mr. Brown moved to approve the November 17, 2020 claim

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

Motion approved 3-0

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

Mrs. Robinson went over the November 2020 financial report. Mrs. Robinson noted that the fixed assets do not include the Quint yet.

Mrs. Robinson noted that this report includes money that should be reported as a separate grant fund. Mrs. Robinson showed on page 7 of the report how the appropriations being moved out to each actual fund. Mr. Brown asked if the negative lines are actually negative. Mrs. Robinson explained that this report shows our actual money available as a negative. We will work to see if we can get the report more reader friendly.

**Payroll:** Included the semi-monthly payroll for November, 2020.



Mr. Brown made a motion to approve the Financial Statements dated November 30, 2020, and payroll for November 2020  
Mrs. Sorensen 2<sup>nd</sup>  
Motion passed 3-0

**COMMENTS FROM THE CHAIRMAN**

Mr. Bomgardner wanted to take the time to thank Vicky and Ed and he wanted to them to know how much he appreciates them. It has been a pleasure to work with them on the board. Mr. Bomgardner is looking forward to his new role with the district. Mr. Brown noted that they will miss the knowledge about fire service that Mr. Bomgardner has brought to the board. Mr. Bomgardner also thanked Mrs. Bartlett, Mrs. Robinson, Mrs. Bovenschen, Deputy Chief Cornwell and Chief Dillard for everything they have done during his tenure.

**NEXT MONTHLY BUSINESS MEETING**


Mr. Bomgardner stated that our next meeting will be the special meeting called for health insurance sometime within the next week, and to watch for an email with time from Chief Dillard.

**ADJOURNMENT**


There being no further business to properly come before the board, Mr. Bomgardner called for a motion to adjourn.  
Mr. Brown motioned to adjourn at 7:24, on Tuesday December 8, 2020.  
Mrs. Sorensen 2<sup>nd</sup>  
Motion passed 3-0.

Ave:  
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Vicky Sorensen, Trustee


Nye:  
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Vicky Sorensen, Trustee

DocuSigned by:  
  
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Ed Brown, Trustee

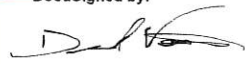
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Ed Brown, Trustee

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Christina Courtright, Trustee

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Christina Courtright, Trustee

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Mark Kruzan, Trustee

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Daniel Vest, Trustee

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Daniel Vest, Trustee

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Mrs. Sorensen, Trustee  
Mrs. 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, Trustee  
Mr. Mark Kruzan, Trustee  
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