



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 6:02 p.m. EST Wednesday, December 8, 2021 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 (arrived at 6:06pm)
Dan Vest, Trustee
Christina Courtright, Trustee

Those absent were as follows:

Others present were as follows:

Dustin Dillard, Chief, MFD
George Cornwell, Deputy Chief, Operations
Matt Bright, Deputy Chief, EMS MFD
Joel Bomgardner, Assistant Chief, Administration, MFD
JJ McWhorter, Assistant Chief, Training, MFD
Christine Bartlett, Attorney, Ferguson Law
Julie Thomas, President, Monroe County Commissioners
Tammy Bovenschen, Administrative Assistant MFD
Lorie Robinson, Financial Assistant MFD
Darrell Cooper, IT, MFD
Jeff Combs, House Captain, MFD
Joey McWhorter Jr., House Captain, MFD
Shane Chapman, Lieutenant, MFD
David Richard, Sergeant, MFD
Tess Hazel, Chauffer, MFD
Andrew Craig, FF, MFD

**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 changes or amendments.

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. IT Specialist Cooper placed the instructions for public comment on the slide for everyone to read. Mrs. Bovenschen noted that County Commissioner Julie Thomas wanted to speak.

Ms. Thomas wanted to thank the board for their time and commitment to the community. Ms. Thomas stated that with the addition of Benton Township and Washington Township in January 2022, the commissioners are looking for applicants who would like to represent those townships on the fire protection board. Individuals can go to co.monroe.in.us website and fill out an application for the board and commissions. Chair Sorensen asked if we knew of individuals who would like to be on the board, can we ask them to reach out to the commissioners? Ms. Thomas stated that individual names could be submitted to the Commissioners and they could reach out to them, or have them fill out the application online.

Chair Sorensen asked if there were other public comments. Mrs. Bovenschen stated that Joey McWhorter Jr., House Captain, MFD would like to speak.

Mr. McWhorter stated that he had been a member since 1998 and a full-time employee since 1991. Mr. McWhorter stated that he will be retiring in January 2023, and he is coming to the board concerning the new handbook before the board this evening. Mr. McWhorter stated that on page 30 of the new handbook, the wording will negatively impact three employees who have already started the retirement process. The wording states that employees are given their benefit time (vacation) in two equal increments, $\frac{1}{2}$ in January and $\frac{1}{2}$ in July. Mr. McWhorter is asking the board to award the full year of vacation time for the three individuals who have started the retirement process. Mr. McWhorter stated he is only asking for what the individuals have already earned, no more, no less. Mr. McWhorter asked to be put on the agenda next month to speak to the board properly concerning this matter.

MINUTES OF PREVIOUS MEETING

Minutes from the November 10, 2021 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.

Vice-Chair Kruzan made a motion to approve the minutes of November 10, 2021 regular session as presented.

Fiscal Officer Brown 2nd

Motion passed 5-0

UNFINISHED BUSINESS

a. 2022 Salary Ordinance

Financial Administrative Assistant Robinson explained to the board that all corrections have been made to the 2022 Salary Ordinance. Mrs. Robinson stated that the new items in the 2022 Salary Ordinance were #17 - Mileage

Reimbursement and #18 – Early Retirement. Mrs. Robinson asked for any new language for items 17 and 18. Mrs. Robinson stated that on page 2 of the salary ordinance, under incentives, some wording needs to be struck out. The language concerning EMR and EMT status, states that both must be held to receive the incentive. Mrs. Robinson explained that there is a progression from EMR to EMT and you cannot hold both certifications. The wording “if certified as both” needs to be struck. Also, in item #6, the incentive for associate’s degree or bachelors’ degree needs to have the language struck “after one year of full time service”, as the current practice is to give the incentive as soon as the employee provides the certifications of the degree.

Fiscal Officer Brown made a motion to accept the changes presented by Fiscal Assistant Mrs. Robinson.
Vice Chair Kruzan 2nd
Motion passed 5-0

Vice Chair Kruzan made a motion to approve the 2022 Salary Ordinance as amended.
Fiscal Officer Brown 2nd
Motion passed 5-0

b. 2022 Volunteer Contract

Chief Dillard stated that the 2022 contract has the same wording as the 2021 Volunteer Contract which the board recently approved. Chief Dillard stated that this contract has been fully executed by the Volunteers.

Ms. Courtright asked about the effective date being December 6th instead of today, December 8th. Mrs. Bovenschen stated that the Volunteer Board executed their portion of the contract on December 6th at their monthly meeting and that is why it is dated December 6th, 2021.

Vice Chair Kruzan made a motion to approve the 2022 Volunteer Contract as presented.
Fiscal Officer Brown 2nd
Motion passed 5-0

c. MFPD Personnel Handbook

Chief Dillard explained that this version does include all of the changes requested by the board at the previous meeting. Chief Dillard noted that there was one change that was noted today that he would like to address to clarify the hair portion of the policy book. Ms. Courtright stated that the page for appearance is page 19.

Chief Dillard stated that the policy currently reads “while on duty hair shall be pulled up or pinned up so that it does not exceed the shirt collar.” This should be changed to read “while in a duty uniform, long hair shall be pulled back. When

personnel are in Class A or Class B uniform, hair shall be pulled back or pinned up so that it does not exceed below the uniform shirt collar.” Chief Dillard explained that the hair pulled back/up is intended for dress uniform.

Board Member Vest asked the Chief what his feelings were considering this change. Chief Dillard stated that it was the intent to have everyone look more uniform while dressed in Class A or Class B.

Chief Dillard stated that some of the employees stated that to have their hair pulled back/pinned up for a 24-hour shift was causing headaches. Chief Dillard stated that it was never the intent to have individuals to pin their hair up for the entire 24-hour shift, but to have employees look more professional while on a detail.

Ms. Courtright asked if we could address Mr. McWhorter’s concerns at this time. Vice Chair Kruzan asked Ms. Bartlett, legal counsel, if we voted on the handbook as presented this evening, can we come back and make changes later. Ms. Bartlett stated that yes, she views this document as a living document that can be changed at any time the board chooses.

Vice Chair Kruzan stated that he feels if individuals have things they would like changed or addressed concerning the handbook that they should send the information and requests via email. Ms. Courtright again asked about the matter Mr. McWhorter had brought up concerning an individual who will retire before the next board meeting. Legal Counsel stated that we could make provisions to the handbook where items adopted would not affect individuals based on a certain clause.

Union President Shane Chapman asked to speak. Mr. Chapman had a couple of statements regarding Mr. McWhorter’s request. Mr. Chapman stated that there are several members in the next 5-7 years that could start the retirement process. By combining three departments and trying to combine three department handbooks into one book there are many things that are lost from the previous departments. By making this change for one or two maybe three people are you then setting a precedent for other members who came from other departments to then say, well our old handbook – we had these incentives – and because we were members of that department for x number of years, we feel we should be allowed to do this.

By making something retroactive for 2 individuals, is that line going to be extended down the road for individuals who hired in under different handbooks, different salary ordinances. This standard of retirement has not been a new thing, this rule that we are currently under, the way days are being awarded. Mr. Chapman stated that he believed Mr. McWhorter was Chief at the time the change to two equal drops for vacation time began. This process was done so that 1977

Perf members did not have to use all of their PTO time if they needed to be on extended leave.

Chair Sorensen stated that we are currently up to a vote on the handbook. Vice Chair Kruzan thanked the employees for the entire work on this handbook including the changes requested by the board at the last meeting. Chair Sorensen stated to Mr. McWhorter that if he would send a letter to Monroe Fire District, and address it to Human Resources, the board then could review something in writing.

Vice Chair made a motion to move the amendment the personnel handbook's language concerning appearance as presented by Chief Dillard.

Mr. McWhorter addressed Chair Sorensen's request and stated that Human Resources had been involved in this process since the beginning and that he was following Assistant Chief Bomgardner suggestion to get on the meeting this evening and address the board during public comment. Mr. McWhorter also addressed Mr. Chapmans' statement. Mr. McWhorter stated that the line drawn would be if an individual has already submitted retirement paperwork. At this time Mr. McWhorter knows this would only affect 3 individuals, himself, FF Robert McWhorter Sr. and Assistant Chief Bomgardner. Mr. McWhorter did state that he was not sure if Assistant Chief Bomgardner had started his retirement process or not.

Fiscal Officer Brown 2nd the motion made by Vice Chair Kruzan.
Motion passed 5-0

Vice Chair Kruzan made a motion to approve the MFD Personnel handbook as amended.

Fiscal Officer Brown 2nd
Motion passed 5-0

d. Promotion Process

Chief Dillard reminded the board that at the last meeting the lieutenants process was on hold due to a recount. After the recount, the order did not change. Chief Dillard stated the lieutenants are as follows:

- Rayman Warthan
- Anthony McKnight
- David Richards
- Isaac Schultheis

Chief Dillard stated that we recently completed the Chauffeurs process. Those individuals for promotion are:

- John Peterson
- Dustin O'Neal
- Kole Jones
- Travin Craig

Chief Dillard also stated that these are promotional lists and individuals will stay on the list until a vacancy occurs.

Fiscal Officer Brown made a motion to approve the Lieutenants and Chauffeurs promotions as presented.

Vice Chair Kruzan 2nd

Motion approved 5-0

Department Update

a. Legal Updates

Mrs. Bartlett informed the board that the Governor extended the State of Public Health Emergency until January 1, 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 December.

Mrs. Bartlett stated that she attended a webinar on the OSHA vaccine rule, however that is currently being considered by the 6th Circuit Court of Appeals. This will be in court for a while. OSHA has stated that they will not be enforcing the mandate at this time.

Mrs. Bartlett has been working with Benton Township on transferring the property and cleaning up the title. She will be meeting with Benton individuals on Friday.

b. Statistics

	<u>November 2021</u>
TOTAL Emergency Calls	305
Fire Calls	11
Over Pressure Rupture, Explosion, Overheat	0
EMS Calls	209
Hazardous Conditions	15
Service Calls	26
Good Intent Calls	28
False Alarms	13
Severe Weather	0
Special Incidents	3
Incidents by Township	257
Bloomington	32
Clear Creek	24
Indian Creek	8
Perry	82
Van Buren	111

Incidents – Contracted Townships	41
Benton	12
Polk	4
Salt Creek	15
Washington	10

Incidents by Aid Given	6
Bean Blossom	0
Bloomington City	1
Ellettsville	0
Richland Township (EFD)	2
Greene County	1
Lawrence County	1
Brown County	1

Average Response (dispatch to arrival on scene)	7 min 37 sec
Average Turnout (dispatch to enroute)	1 min 07 sec
Average Time on Scene	20 min 40 sec

SOR (Statements of Refusal) signed: 13

Deputy Chief Bright stated we have made 3,740 calls in 2021 so far, with 76% of those being EMS, 4% being Fires and 20% other related calls. Station 29 is still the most active station, followed by Station 22 and then Station 25. Our calls seem to be equal among the three shifts, averaging about 1,200 calls per shifts.

Ms. Courtright asked how the transition to the new hospital went. Chief Dillard stated it had no affect on the fire district.

c. Emergency Medical Services – Special Operations

Deputy Chief Bright explained that he is continuing to work through the CAD issues. There are still some issues with dispatching the wrong station, however our BC's are really great at working through this issue.

Deputy Chief Bright stated that we are 1/3 of the way through the process of our annual physical for all employees. The process has gone fairly smooth with approximately 125 total physicals.

Deputy Chief Bright stated that we had successfully avoided an entire crew out with COVID until just before Thanksgiving this year. We have had several positive cases within the district and are dealing with some staffing strains. Currently we have 3 off and several with symptoms, but not positive cases.

Deputy Chief Bright is continuing to collect data on ambulance possibilities.

We are trying to streamline EMS gear across all apparatus and hope to have that done by the beginning of 2022. The HazMat materials committee has met and are working toward setting up procedures.

Vice Chair Kruzan thanked Deputy Chief Bright again for continuing to work to get the issues resolved with dispatch. Vice Chair Kruzan feels we have a good ally with Commissioner Thomas concerning these types of issues.

d. Operations

Deputy Cornwell updated the board:

- UTV is back at the station 21 and will be back in service soon.
- Engine 22 build is on schedule with delivery set for March or April
- Loose equipment has been inventoried and placed on apparatus
- Chairs for Station 39 should be delivered by late December
- High Rise packs and Hydrant Bags are ordered and will be placed in service when all equipment is received.

e. Training

Assistant Chief McWhorter gave the training report.

- During the month of November, 3,836 hours of training was completed. 2,933 of those hours were by full-time firefighters.
- Finished our recruit academy with a badge pinning ceremony on November 13. Seven new hires and one volunteer participated in the academy
- Approximately 25 career staff helped with the 2-week recruit academy
- Quarterly interdepartmental training was completed this month with Ellettsville and Bloomington.
- December we will work to recertify all EMT's. Recertification is required each year. We will go over all 12 state required skills.
- Indiana Environmental Emergency Management (IDEM) has approved our two acquired structures for live fire training. We hope to complete late February or early March, depending on the weather.
- Recently completed a department wide training on basement fires. This training occurred at our burn tower located at Station 25.
- Crews will be participating in flashover training at the flashover chamber later in December located on the training grounds at Station 25.

Assistant Chief McWhorter thanked board member Ms. Courtright for coming out to watch the live burn training. Ms. Courtright stated that any board member who has no fire training or knowledge of what they do, it was very eye-opening and she encouraged everyone to attend. Ms. Courtright stated that crews were very

helpful explaining what they were doing. Chair Sorensen stated that it was great work to see each month the number of hours spent on training.

f. Community Risk

Chief Dillard updated the board on ongoing events.

- Still working with INDOT on the gate at Burch Road.
- COVID vaccines are continuing once again.
- Working with Monroe County planning on information concerning Air B&B's and tenant landlord issues.
- Meeting in January with the MCCSC Anti-Bully committee
- Met with Indiana Task Force 1, Indiana National Guard and the Israeli Defense Force regarding a future disaster drill at Muscatatuck. We have secured already secured an invitation to the 2022 drill.
- Continuing to work with IVY Tech to plan a paramedic course for MFPD members
- Currently continuing our pre plans and safety surveys should be completed by the end of December
- Working with Adult Services on several members to get them additional services.
- Working with INDOT to get an emergency access to Interstate 69 near the Washington Township station when it is completed. This will be a process for several years.
- Currently working with the State Fire Marshalls office on a fire investigation in Lawrence County.

Vice Chair Kruzan noted that these reports are very streamlined reports this evening. The way in which these reports are being delivered is very helpful for the board. He appreciates everyone's efforts.

Ms. Courtright asked if the district would be interested in helping with a Health Fair. This comes from a meeting with local citizens in her township. She would like to speak with Deputy Chief Coover concerning the districts help with this.

g. Financial Report

Financial Administrative Assistant Robinson informed the board we received our fall tax settlement this week. The general fund received \$3,996,607.84 and the cumulative fund received \$374,155.29 from property, excise and commercial vehicle tax revenue. We will be able to pay off the remaining balance of the tax anticipation warrant. Assistant Robinson also stated that she has received the pay off documentation for the 1998 Spartan Ladder (Quint). We will process the claim from the cumulative fund and pay off within the coming weeks.

Financial Assistant Robinson stated that we have submitted our first request for reimbursement from the 2019 SAFER Grant in the amount of \$347,697.43. This request

covers a percentage of the payroll and benefits expended between March 10, 2021 and June 15, 2021 for 14 full-time firefighters.

FEMA has made a determination for us to receive reimbursement in the amount of \$40,893.03 for the COVID-19 pandemic related expenses incurred in 2020. FEMA did deny \$8,657.04 of our request. We will start on our next reimbursement request in the next few weeks. Chair Sorensen asked if they explained what was denied. Financial Assistant Robinson stated that some of the things we thought should have been covered, such as meeting room used for social distancing and meals purchased due to restaurants being closed, were not reimbursed.

h. Administrative Report

Chief Dillard went over current activities, accomplishments and planned activities:

- Currently doing open enrollment for medical, vision and dental insurance.
- Wrapping up 2021 and preparing for 2022
- Firefighter Robert McWhorter Sr, will retire after 23 years of service.
- Two small vehicles have been ordered with an estimated delivery of June 2022
- Completed contract with Ferguson Law to move to the Gold package background checks
- Submitted information to Capstone insurance for our free motor vehicle check of all members
- Community Santa Event will take place on December 18th
- Santa Parades will continue this year. Watch our social media for dates and routes
- Plan to sit down in January with Union, Volunteers, Auxiliary, Public Information Officer and Administration to schedule all events for 2023, this will include events from all former departments.
- 2021 Staffing additions:
 - 27 career firefighters hired
 - 8 part-time firefighters hired
 - 7 volunteer firefighters with 3 additional pending

NEW BUSINESS

a. Financial - Claims

Financial Administrative Assistant presented claims signed November 5, November 8, November 18, November 22 and November 29, 2021.

Payroll: Included the semi-monthly payrolls for November 2021.

Vice Chair Kruzan moved approval of claims for November as presented.
Fiscal Officer Brown 2nd
Motion passed 5-0

b. Financial - Statement

Financial Administrative Assistant Mrs. Robinson stated that the Certified Financial Statement for November 30, 2021 is presented for your approval.

Vice-Chair Kruzan made a motion to approve the certified financial statement as presented for November.

Ms. Courtright 2nd

Motion passed 5-0

c. Defibrillator Replacements

Deputy Chief Bright spoke to the board about replacements for several of our defibrillators. DC Bright presented the board with a request for 7 Lifepak 1000 Automated External Defibrillators from AED US in the amount of \$7,777.00. Fiscal Officer Brown asked what fund these would come from. Mrs. Bovenschen stated these would come from the Cumulative fund.

Fiscal Officer Brown made a motion to approve the purchase from AED US for 7 Lifepak 1000 defibrillators.

Ms. Courtright 2nd

Motion passed 5-0

d. PPE and Equipment Purchases

Chief Dillard went over the requests and recommendations.

1. Structural Firefighting Helmets – 16 helmets – MES \$5,793.76 (\$362.11ea)
2. SCBA Masks – MSA G1 masks – 8 masks - \$2,718. (\$339.75ea)
3. MSA Lunar Thermal Imaging Cameras – 2 cameras - \$4,200 (\$2,100ea)
4. Seek Thermal Imaging Cameras – 2 cameras - \$1,167.98 (\$583.99ea)
5. Firefighting Gloves – 30 pair - \$2,195.40 (\$73.18ea)
6. Self-Contained Breathing apparatus (SCBA) Bottle Recertification. We have been in contact with a company in Colorado to recertify bottles. This is the only company that is US DOT approved. We would like to send 30 bottles - \$9,000 (\$300ea)
7. SCBA Cascade Bottles – (8) 6000 psi bottles which would upgrade (8) of our currently 4500psi bottles. Southern Indiana Scuba will give us a trade in credit of \$150 for each of our 8 current bottles. Total cost with trade in allowance \$9,200

Chief Dillard stated that the total for all PPE listed \$34,275.14

Ms. Courtright asked if the helmets and SCBA masks and gloves, are those replacing worn out gear or is this for new employees. Chief Dillard explained that all fire gear has a 10-year life span. We are continually monitoring when items should be rotated out. Chief explained that all firefighters currently have a helmet and mask, however that with the merger, some individuals currently may

have the wrong color helmet due to our organizations structure. For accountability we would like to get everyone in the proper colored helmet.

Vice Chair Kruzan moved to approve the PPE and equipment purchase requests
Ms. Courtright 2nd
Motion passed 5-0

Vice Chair Kruzan thanked Commissioner Thomas for attending the meeting.
Ms. Thomas thanked the board and staff for all that we do to keep the citizens of Monroe County safe.

NEXT MEETING

Chair Sorensen stated that the next meeting will be January 12, currently set for in person at Station 22, located at 3953 S. Kennedy Drive, Bloomington, IN 47401. However, we may move to a Zoom meeting based on the Governor’s Emergency orders. Chair Sorensen thanked the board and staff for continuing to work to improve these meetings for everyone.

Union President Chapman thanked the board for the 2022 Salary Ordinance.

ADJOURN

Chair Sorensen called for a motion to adjourn.
Fiscal Officer Brown made a motion to adjourn at 7:23pm
Motion passed 5-0

Dated: January 12, 2022

DocuSigned by:

Vicky Sorensen

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Vicky Sorensen, Chair

DocuSigned by:

Mark Kruzan

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Mark, Kruzan, Vice-Chair

DocuSigned by:

C. Ed Brown

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C. Ed Brown, Fiscal Officer

DocuSigned by:

Christina Courtright

D95F362B82904D6...

Christina Courtright, Trustee

DocuSigned by:

Dan Vest

4876D413B034416...

Daniel Vest, Trustee

Nye:

Vicky Sorensen, Chair

Mark Kruzan, Vice-Chair

C. Ed Brown, Fiscal Officer

Christina Courtright, Trustee

Daniel Vest, Trustee

Continued

Dated: January 12, 2022

Aye:

DocuSigned by:

Michael Baker

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Michael Baker, Trustee

Nye:

Michael Baker, Trustee

Kevin Robling, Trustee

Kevin Robling, Trustee

Copy furnished:

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

Mr. C. Ed Brown, Fiscal Officer
Mr. Mark Kruzan, Vice-Chair
Mr. Dustin Dillard, Fire Chief
Mr. David Ferguson, Legal Counsel
Station No. 22, Bulletin Board
Station No. 23, Bulletin Board
Station No. 25, Bulletin Board
Station No. 39, Bulletin Board