



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 6:03 p.m. EST Tuesday, January 14, 2020 at Station 11 located at 3953 S. Kennedy Dr., Bloomington, Indiana. 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
 David Ferguson, 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. Mrs. Sorensen would like to add Guaranteed Energy Savings to New Business. Mr. Bomgardner added as item f.

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.

ELECTION OF OFFICERS

Mr. Bomgardner asked for nominations for 2020 officers.

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

Mr. Brown nominated Joel Bomgardner as Chairman. Mr. Bomgardner accepted the nomination for Chairman.

Mrs. Sorensen 2nd
Motion passed 2-0

Mr. Bomgardner nominated Vicky Sorensen as Vice-Chairman. Mrs. Sorensen accepted the nomination for Vice-Chairman.

Mr. Brown 2nd
Motion passed 2-0

Mr. Bomgardner nominated C. Ed Brown as Fiscal Officer. Mr. Brown accepted the nomination for Fiscal Officer.

Mrs. Sorensen 2nd
Motion passed 2-0

MINUTES OF PREVIOUS MEETING

Minutes from the December 10, 2019 regular board meeting were presented to the board for approval. Mrs. Sorensen noted that the attorney was not listed as being present at the meeting on December 10. Mrs. Bovenschen corrected the minutes immediately so that the corrected minutes could be signed at the meeting. Mr. Brown made a motion to approve the minutes of the regular meeting on December 14, 2019 with the correction.

Mrs. Sorensen 2nd
Motion passed 3-0

OLD BUSINESS

a. District 8 Fiscal Agent

Chief Dillard stated there were no updates this month. Grant has been fully executed but no action has taken place.

b. Legal Updates

1. Annexation

Mr. Ferguson stated that the Supreme Court had oral arguments in Indianapolis. The focus of the questioning was if the Governor was the appropriate defense. Mr. Ferguson went over how the process has gone prior to the Supreme Court hearing.

Mr. Ferguson stated that he felt the District has taken good steps to be good stewards to protect the district and the fire protection of the people who we protect, but to protect the future.

Chief Dillard stated that Mrs. Bartlett had looked of the MOU's from the city. It was noted that once installed, the MOU's become the Districts property.

c. Rescue 11 Replacement

Chief Dillard informed the board that the truck should be in Indianapolis this coming Friday. Deputy Chief Cornwell went over the final inspections with the board. The purchasing committee went down to E-One in December to do a final inspection of the truck. There were a few things that needed to be addressed after the inspection. Deputy Chief Cornwell, Lt. Dave Owens, and Dave Thomas, our sales representative, returned to E-One in early January for a final final inspection. All issues found in the first inspection had been corrected. A pump test was performed while they were there. Deputy Chief Cornwell also stated that there had been many positive comments from individuals at E-one about the truck. Deputy Chief Cornwell commended the committee and Chief Dillard on the work they had done on building the truck.

d. Monroe Fire Protection District Future

1. Chief's Retreat

Chief Dillard spoke to the board concerning the Chief's Retreat with Northern Monroe Fire Territory and Van Buren Township Fire. The retreat is happening this week at the Fourwinds Inn. Chief Dillard stated the it has been very productive. Items that are being discussed include job descriptions, policies and procedures. Scheduled to meet with the chiefs is someone from Public Employee's Retirement Fund (PERF) to discuss merging our pension accounts, a Deputy from Avon will be down to discuss what they learned during their merger.

Chief Dillard stated that there are plans to meet every other month with the chiefs and then meet with all personnel to inform them as the process moves along.

Chief Dillard stated that Benton township trustee would like to discuss some things with MFD concerning the station updates they are planning this year.

f. Public Safety Income Tax

Chief Dillard stated that we should get our distribution this month of roughly \$80,000. This money will be put towards the remodel of Station 23. Chief Dillard stated that it will take probably at least \$160,000 to do what is needed at Station 23. Over the next few months we will work toward getting the plans done. Chief Dillard noted that the infrastructure of the building needs updated, the electrical, the heating and cooling, and that completing all these tasks at once will be the best route to go. Mr. Brown asked if we would face the same issues when other departments join the district. Chief Dillard stated that no. He explained that Benton Township, who is expected to join, received PS-LIT fund and are planning upgrades to their station for this year. They plan to be turn-key ready when they join. Additionally, Northern Monroe Fire Territory has a wonderful station and an impressive training complex. Van Buren Township is currently in the process of

building a brand-new structure at Station 19 located in Stanford, and they are currently redoing the inside of Station 9 located at the airport.

f. 2020 Salary Ordinance

Chief Dillard expressed to the board that it was an oversight that the Administrative Assistant position had never been placed on the Salary Ordinance. He noted that when the position was created it was a part-time position and it was just an oversight on our part to put on the Salary Ordinance when the position became full time. Chief Dillard noted that while working on the Salary Ordinance, there were many items in the Administrative Personnel Manual that did not align with the Salary Ordinance for full time personnel.

Chief Dillard noted that the Administrative Position is on page 1 of the Salary Ordinance. All full-time employees are now designated in the individual benefits.

Chief Dillard stated that the Administrative Personnel Manual will need to be reviewed by the board and he hopes to have it approved in the next few months.

Mrs. Bovenschen clarified that listed in the Salary Ordinance fire personnel receive additional pay for holidays and that the administrative personnel receive paid time off for the holidays. Mr. Bomgardner asked for an explanation of extra pay for holidays. Mrs. Bovenschen explained that when firefighters are working a holiday, they receive an additional \$100 compensation for working a 24hr shift and \$50 compensation for working a 12hr shift. Holidays for fire personnel are set by the board, and currently they are paid for 8 holidays. Chief Dillard stated that we may want to look at the number of paid holidays for fire personnel when the merger is completed.

Mr. Bomgardner called for a motion on the 2020 Salary Ordinance.

Mr. Brown made a motion to accept Ordinance 1-2020, Salary, Wages, Compensation and Allowances Ordinance.

Mrs. Sorensen 2nd

Motion passed 3-0

New Business

a. Department Updates

Chief Dillard went over the statistics for December 2019.

| 1. Statistics | <u>December 2019</u> |
|---------------|----------------------|
| Fire | 10 |
| EMS | 98 |
| MVA | 9 |
| Haz Cond | 1 |
| Service | 2 |
| Good Intent | 3 |
| False Alarm | 10 |

| | |
|----------------------------------|------|
| Special Weather/Natural Disaster | 0 |
| Special Incident | 2 |
| Total Runs | 135 |
| Mutual Aid | |
| Given | 3 |
| Received | 4 |
| Average District Response time | |
| Clear Creek Township | 6:27 |
| Indiana Creek Township | 5:20 |
| Perry Township | 6:32 |
| Paid Off Duty Response | 54 |
| Volunteer Response | 38 |

Chief Dillard noted that for 2019 we made 1794 calls. Chief Dillard noted that our volunteer standby time was not available to him at the time of the report. He also noted that we have depleted our volunteers due to hiring most of our volunteers for part-time positions in 2019. We would like to focus 2020 on recruiting more volunteers to the organization. Mr. Brown asked how many volunteers we would like to have. Chief Dillard stated that we currently have about 10 volunteers. We would like to have at least 20 volunteers.

Mr. Brown asked Mr. Bomgardner if Northern Monroe Fire Territory had lengthy response times. Mr. Bomgardner stated that the farthest area they respond to is Northern Benton township. Mr. Brown also asked if our response time would increase when the other departments joined the district. Chief Dillard stated that he did not believe so, that Van Buren Township has two stations centrally located within their township. Chief Dillard also stated that he would like to be able run a report that only pulled information from the district and not the two townships that are contractual. Polk and Salt townships do make our average response time very lengthy. Chief Dillard did also note that if in Firehouse a number has been incorrectly entered, it will skew the numbers. Mr. Bomgardner stated that the Indian Creek numbers were very good. Mr. Bomgardner also wanted to note that Aid given was 75 and received was 75 for 2019. He stated that Northern Monroe Fire Territory's given and received numbers were the same.

Mr. Brown stated that Ivy Tech is now offering tuition for members of a volunteer firefighting organization. Chief Dillard stated that one of our volunteers has taken advantage of the program is started classes yesterday. She is only paying for her books, all other costs are covered by Ivy Tech.

| 2. Fuel Costs | <u>December</u> | <u>Year to date</u> |
|-------------------------|-----------------|---------------------|
| Station 11 | \$ 807.19 | \$15,849.26 |
| Station 21 | \$ 512.84 | \$11,201.44 |
| Station 23 | \$ 154.93 | \$ 2,745.49 |
| Command | \$ 240.65 | \$ 5,961.87 |
| Total Fuel Costs | | \$36,080.34 |

b. 2020 Meeting Schedule

Mrs. Bovenschen informed the board that all meetings are still being held on the second Tuesday of each month. We will rotate between all three of the district stations. Mrs. Bovenschen also stated that the October date is set by the County as that is our budget adoption meeting each year.

Mrs. Bovenschen stated that the County Auditor's office had requested a meeting with the District. Mrs. Bovenschen met with them concerning a GAPP financial statement which they are now in the process of completing. They have requested information concerning our capital assets policy, our capital assets listed by fund, our accounts payable listing, our accounts receivable listing, pre-paid expenses (bills paid the following year). We will have another meeting with Chief Dillard, Fiscal Officer Ed Brown and our accounting team at Root Advisors. Other items they have requested include any debt agreements for 2019, any grants for 2019, and lease agreements for 2019. They have also requested a schedule of our truck purchases, and copies of the Salt and Polk township contracts. Mrs. Bovenschen noted that they have forwarded the policies adopted by the County and that we can review and adopt their same policies or amend, depending on what our board would like to do. This report is due to the State by May 2020. They would like our information by the end of February.

Mr. Brown asked if the 100R form was ready to be submitted. Mrs. Bovenschen stated that Jill Bailey, CPA, Root Advisors, has completed and it is ready for Mr. Brown to submit.

Mr. Brown made a motion to approve the 2020 meeting schedule as presented.

Mrs. Sorensen 2nd

Motion passed 3-0

c. Administrative Personnel Manual

Chief Dillard noted that this is for informational purposes today and that we will need to approve at a later meeting. Chief Dillard noted that red lines indicate a deletion, and blue lines indicate an addition. Most of the noted changes are the name change and clerical. There are some changes to the PTO and there is still some discussion to be had concerning the sick bank and roll over days. Mrs. Bovenschen noted that the policy currently states that sick leave must be used in whole days (8hrs) however it has been changed to 2hr blocks of time.

Chief Dillard asked Mr. Ferguson about the wording and table used for sick time. Mr. Ferguson noted that we can use either. There was a great deal of discussion concerning sick time, sick bank and carry over. Mr. Ferguson stated that a sick bank is not necessarily needed since we do offer short- and long-term disability from the district. Usually a sick bank is utilized by individuals who need covered prior to disability kicking in.

Mrs. Sorensen asked what the limited background check listed on page 6 consisted of. Chief Dillard stated that is the name of the form the sheriff's office uses. Mr. Ferguson stated that it is a limited criminal history report because they do not do everything to determine criminal history. This is because not everything is computerized and to do a full criminal history of someone you would have to go to every place they had lived and worked. There is not anywhere centralized for anyone to get a full criminal history of someone.

Mrs. Sorensen asked if there is a difference between limited criminal check and background check. Mr. Ferguson stated that yes there is a difference. With a background check you must specify what you are looking for.

Chief Dillard stated that if the board finds changes, they feel need to be made, to let him know and he will make those changes in the draft copy for our next meeting.

d. Ladder Truck Purchase

Chief Dillard discussed with the board the need for a Ladder Truck. Chief Dillard noted that Northern Monroe Fire Territory is looking to purchase a new aerial truck this year. Northern Monroe's current ladder truck would be a great investment for the district and is needed for places like the Pointe. If we purchase their ladder truck it will help them to be able to purchase a new aerial truck and then in 2020 both trucks will belong to the District. Chief Dillard would like to be able to bring a proposal to the board in February to purchase NMFT's ladder truck.

e. Rescue Stabilizer Purchase

Chief Dillard presented the board with an estimate for Interstate/Motorway Vehicle Stabilization Kit from Fire Service Inc. This item is designed for interstate highway usage. This is a long-term investment and is needed for calls we have received on Interstate 69. We originally had requested these items through an AFG grant, but we did not receive the grant. This will be a CUMM fund purchase.

Mr. Brown made a motion to approve the Interstate/Motorway Vehicle Stabilization kit.

Mrs. Sorensen 2nd

Motion approved 3-0

f. Guaranteed Energy Savings

Mrs. Sorensen was asked by Will Smith, Van Buren Township board member, to bring before the board, the possibility of Solar Panels. The new Van Buren station being built will utilize solar panels. Chief Dillard made note that existing structures that add solar panels, is somewhat of a nightmare for fire personnel. Most buildings are not structurally designed for the weight of solar panels to be installed after the building has been built. He did note that the Van Buren station is being done correctly, considering the weight load the panels will have on the structure.

Chief Dillard stated that we can look at possibly adding them at Station 21 and possibly adding them to the construction rebuild at Station 23.

Claims and Financial Report

Claims:

a. Monroe Fire Protection District Claims:

Mrs. Bovenschen went over the claims for Monroe Fire Protection District. Monroe Fire Protection District Claims dated December 17, December 31, 2019 and January 14, 2020 were presented for approval. Mr. Brown motioned to approve MFD claims dated December 17, December 31, 2019 and January 14, 2020. Mrs. Sorensen 2nd Motion passed 3-0

b. District 8 Claims:

There were no District 8 claims.

c. Financial Report:

Chief Dillard went over the December 2019 financial report. Chief Dillard noted that revenues were good and exceeded what was expected. Personal Services we spent 94.3%, Supplies spent 99.88%, Other Services spent 99.58% for a total of 94.84% of the budget spent. Mr. Brown asked if we underspend our annual budget, do we have to do something to request to keep the additional money. Chief Dillard explained that all taxes collected we get to retain, once we hit 100% of our current years budget, DLGF will reduce the amount of taxes we collect. Everything stays as a cash balance in our account.

Chief Dillard stated that in 2021 when we merge, the other departments cannot bring any of their cash over to us. Our first operating period of 2021 we will have a shortfall of the cash we have. We will most likely have to borrow money during the first six months until we get our settlement in June.

Mrs. Sorensen asked what the Rainy Day Fund money is used for. Chief Dillard explained that this is money from the state where they have exceeded the surplus they have set forth and the money must be deposited into the Rainy Day Fund.

Payroll: Included the semi-monthly payrolls for December 2019.

Mr. Brown made a motion to approve the Financial Statements dated December 30, 2019, and payrolls for December 2019.
Mrs. Sorensen 2nd
Motion passed 3-0

ADDITIONAL COMMENTS

NEXT MONTHLY BUSINESS MEETING

Mr. Bomgardner reminded everyone that our next scheduled regular board meeting for the Monroe Fire Protection District will be held at 6:00pm at 9094 S. Strain Ridge Road, Station 21 on February 11, 2020.

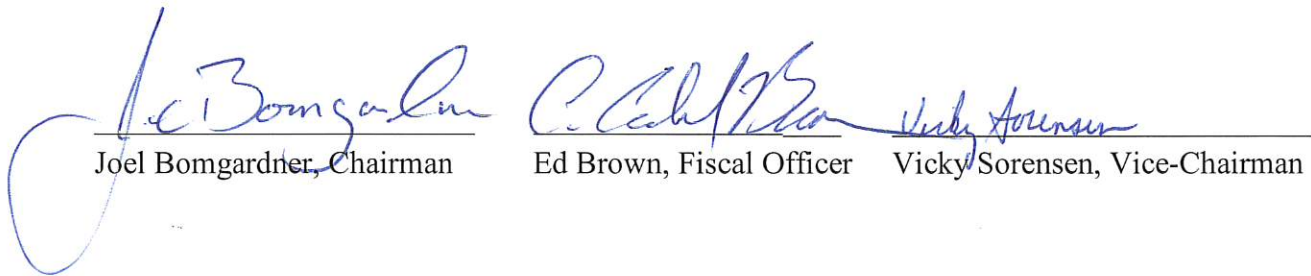
ADJOURNMENT

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 7:25pm on Tuesday January 14, 2020.

Mrs. Sorensen 2nd

Motion passed 3-0.


Joel Bomgardner, Chairman Ed Brown, Fiscal Officer Vicky Sorensen, Vice-Chairman

Copy furnished:

Mr. Bomgardner, Chairman
Mrs. Sorensen, Vice-Chairman
Mr. Cornwell, Deputy Chief
Mr. Ferguson, Legal Counsel
Station No.11, Bulletin Board

Mr. Brown, Fiscal Officer
Mr. Dillard, Fire Chief

Station No. 23, Bulletin Board
Station No. 21, Bulletin Board