



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 6:02p.m. EST Wednesday, November 8, 2023. The meeting was held in person at Station 21, located at 9094 S. Strain Ridge Road, Bloomington Indiana and via Zoom for public to view. 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 via Zoom.

Present in person were as follows: Vicky Sorensen, Chair
Mark Kruzan, Vice-Chair (via Zoom 6:05pm)
Michael Baker, Fiscal Officer
Christina Courtright, Trustee
Dan Vest, Trustee

Those absent were as follows: Kevin R. Robling, Trustee

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
Jeffrey Combs, Assistant Chief of Administration
Tim Deckard, Assistant Chief of Training
Christine Bartlett, Attorney, Ferguson Law
Tammy Bovenschen, Administrative Assistant
Lorie Robinson, Financial Assistant
Darrell Cooper, IT Specialist
Dave Burnworth, community member (via Zoom)

**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 changes or amendments to the agenda. Mrs. Bovenschen reported no changes 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 was no public comment.

MINUTES OF PREVIOUS MEETING

Minutes from the October 11 regular meeting were presented to the board for approval.

Trustee Vest made a motion to approve the minutes of October 11, 2023.

Trustee Courtright 2nd

Motion passed 4-0

UNFINISHED BUSINESS

DEPARTMENT UPDATES

Department Updates

a. Legal Updates

Legal Counsel, Christine Bartlett had nothing to update.

b. Statistics

	<u>Sept 2023</u>	<u>Oct 2023</u>
TOTAL Emergency Calls	341	372
Fire Calls	26	17
<i>Structure</i>	6	2
<i>Vehicle</i>	7	5
<i>Wildland</i>	6	7
<i>Other</i>	7	3
Over Pressure Rupture, Explosion, Overheat	1	0
EMS Calls	206	217
<i>Medical</i>	125	134
<i>EMS Crew Assist</i>	55	56
<i>Motor Vehicle Accidents</i>	26	27
Hazardous Conditions	8	29
Service Calls	35	49
Good Intent Calls	34	40
False Alarms	28	19
Severe Weather	0	0
Special Incidents	3	1
Incidents by Township	297	328
Benton	15	19
Bloomington	23	29
Clear Creek	22	29
Indian Creek	14	9

Perry	82	89
Van Buren	130	137
Washington	11	16
Incidents – Contracted Townships	17	25
Polk	5	7
Salt Creek	12	18
Incidents by Aid Given	27	19
Bean Blossom	1	0
Bloomington City	2	4
Ellettsville	8	0
Richland Township (EFD)	10	12
Greene County	6	3
Lawrence County	0	0
Brown County	0	0
Owen County	0	0
Morgan County	0	0
EFD AID Received - October (no MFD response)		44
AID Received - Year to Date		123

Average Response (dispatch to arrival on scene)	7 min 29 sec	7 min 25 sec
Average Turnout (dispatch to enroute)	1 min 04 sec	1 min 02 sec
Average Time on Scene	32 min 07 sec	26 min 52 sec

SOR (Statements of Refusal) signed: 2

c. Emergency Medical Services – Special Operations

Deputy Chief Bright updated the board on EMS/Special Operations

Current Situation:

- Working on Brush/EMS Squad combination

Accomplishments:

- Received a grant through LEPC for HazMat IQ Class

Planned Activities:

- Follow up meeting with IU Life Line

Deputy Chief Bright explained the grant through LEPC will allow us to hold a three-day class next spring where are personnel can be trained on the do and don'ts of HazMat. The three-day class is almost \$18,000.

Deputy Chief Bright shared with the board photos of the ambulance boxes painted and in process. There is still no current date on arrival.

d. Operations

Deputy Chief Cornwell updated the board on Operations

Current Situation:

- Rescue 21 currently out with a hydraulic oil leak
- Finishing up hydrostat testing of SCBA bottles

Accomplishments:

- Work Performance Evaluations (WPE) completed by all operations personnel
- Work Orders completed 18, Minor 10, Moderate 6 and Major 2

Planned Activities:

- Complete hydrostat testing (one station remaining – Station 22)

e. Training

Assistant Chief Deckard updated the board on Training:

Current Situation:

- Currently working on building the 2024 training calendar
- Finishing FF I/II class with Ellettsville

Accomplishments:

- Total Training hours for October: 2,100.66
 - Full Time Personnel: 1,659.25
 - Part Time Personnel: 391.91
 - Volunteer/Substitutes: 49.50

Planned Activities:

- Fall facilities training on the training grounds for all MFD shifts

Chair Sorensen asked what does training on cold weather emergencies consist of. Assistant Chief Deckard explained that yes, we have cold weather emergency training, hunter safety training, and various ice trainings.

f. Community Risk Reduction

Deputy Chief Coover updated the board on Community Risk Reduction.

Current Situation:

- Arson case preparation with prosecutor – this has been rescheduled until January and involves the fire on Terrace Drive

Accomplishments:

- Visited 27 schools/preschools for fire safety presentations and activities during the month of October, making 8,583 contacts with individuals in one month.
- Completed
 - 38 inspections
 - 57 re-inspections
 - Nine new construction inspections
 - Four plan reviews
 - Added 32 new occupancies

Planned Activities:

- Initiate the potential for CISM team from mental health providers to assist with fire department members' well being

Deputy Chief Coover was asked about the four referrals to adult protective services. He explained that we have to report similar to DCS any incidents with adults where services may be needed. Not everyone is willing to accept the assistance.

g. Administrative Report

Chief Dillard updated the board on Administrative activities:

Current Activities:

- Received PERF pre-entry medical and psychiatric physicals back from Public Safety Medical on three full-time candidates

Accomplishments:

- Leyton Craig, MFD firefighter was awarded the Firefighter of the Year for Monroe County from the Northside Exchange Club

Planned Activities:

- Finalize meeting of the INPRS 1977 Police and Fire Fund local pension board for November to discuss updating bylaws and scheduling meetings
- Open Enrollment for health insurance planned for November 16- November 30

Personnel Report:

- Hiring – 0
- Resignations – 0

Assistant Chief Combs explained the Garage door traffic control devices that are being installed in the firehouses. This traffic control device will allow the chauffeur to see if the garage door has fully opened prior to pulling out of the garage. If there would be a malfunction with the door and it did not open fully, a red light would be shown so that the chauffeur would know not to drive forward. Once a green light is shown, the vehicle may proceed.

Chief Dillard explained that our bank account had been compromised again by someone taking checks from the blue mailbox outside of the downtown post office. Chief Dillard explained that we have filed a police report and they have contacted the US Postal Inspector who is also investigating. Chair, Vice-Chair and Fiscal Officer had to sign some documents at the bank to have our account reimbursed by FDIC insurance for any funds that were taken. We are continuing to look at ways to reduce mailing checks and will now always take checks inside the post office and hand to an employee.

Chief Dillard and Assistant Chief Combs met with volunteer association concerning the next steps for the organization. After speaking with the group, we have decided that any new volunteers will be onboarded like all employees and they will have the support role of helping with fire prevention, activities and events for the District instead of having the role of emergency services. Chief

Dillard stated that the contract for 2024 will not have the same amount of funding as in previous years.

Chair Sorensen asked what renew Sam.gov is referring to? Chief Dillard explained that it is the clearing house to maintain all federal grants.

Trustee Vest asked what volunteers receive from the District, Chief Dillard explained that if they are firefighters, they are issued an entire set of gear (coat, pants, flashover hood, helmet). EMT only do not receive PPE gear. Trustee Vest asked if they are a time frame that a volunteer is inactive before they have to return their items? Chief Dillard explained that yes, if they are inactive for 90 days, they are put on notice and must return all PPE. Chief Dillard did explain that we will send letters and will follow up with police if someone doesn't return the items.

Chief Dillard explained that some of the issues with Station 26 have been the fact that we were not the original holders of any of the permits. Originally, we had thought doing two bids for the project would be best, however at this time, Chief Dillard feels that it would be best to probably bid as one total project. Chief Dillard stated that although lumber costs have gone down, the cost of concrete and metal have gone up. Chief Dillard stated that the site work has been resubmitted to the State. Legal Counsel is working on the septic permit.

NEW BUSINESS

a. Thermal Camera Purchase

Deputy Chief Cornwell explained that we would like to purchase one additional FLIR K45 thermal imaging camera. Darley & Company provided the best price at \$3,643.00 which includes the truck charger for the FLIR. We will then only have one thermal imaging camera that is not a FLIR, and it will be placed into the training program.

Trustee Vest made a motion to approve the purchase of the FLIR thermal imaging camera from Darley in the amount of \$3,643.00

Trustee Courtright 2nd

Roll Call Vote Taken

Baker – Yes, Sorensen – Yes, Kruzan – Yes, Courtright – Yes, Vest – Yes

Motion passed 5-0

b. Rope Rescue Equipment Purchase

Chief Dillard explained that the rope committee has provided a list of approximately \$26,000 worth of rope equipment they would like to purchase. Chief Dillard stated that this is a working document. A current list of exact needs was not available at the time of the meeting; however Chief Dillard would like to request up to \$10,000 to upgrade the equipment.

Chief Dillard pulled up a google document showing all of the items requested, however it is not prioritized. After reviewing the list, Trustee Courtright stated that we have approved some of this equipment previously. Deputy Chief Bright explained that this document has been compiled over the past two years, and some items have been purchased.

Fiscal Officer Baker made a motion to approve \$10,000 based on the prioritized list from Chief Dillard for rope rescue equipment.

Trustee Courtright 2nd

Roll call vote was taken

Kruzan – Yes, Baker – Yes, Sorensen – Yes, Vest – Yes, Courtright – Yes

Motion passed 5-0

c. Gear Purchase

Chief Dillard explained that we currently need 17.5 sets of gear, but are requesting for a total of 18 sets of gear in the amount of \$70,974.00

There was a question as to why we only have one quote, and Deputy Chief Cornwell explained that 911 is the only distributor for the specific gear we currently use.

Gear takes approximately six to eight weeks to receive.

Trustee Vest made a motion to approve the purchase gear in the amount of \$70,974.00

Trustee Courtright 2nd

Roll call vote was taken

Vest – Yes, Baker – Yes, Kruzan – Yes, Courtright – Yes, Sorensen – Yes

Motion passed 5-0

d. Annual Items for Review

Chief Dillard explained to the board that several of the documents must be reviewed by them each year, even if no changes are needed. The board were presented with the 2024 meeting schedule, Risk Management Policy, 2024 Salary Ordinance, MFD Firefighter Handbook and MFD Bylaws.

Administrative Assistant Bovenschen explained that she has presented two options for the 2024 meeting schedule with the October meeting being held at the budget adoption hearing with the County.

Chief Dillard went over several of the items for review. The 2024 Salary Ordinance changes include position increases, salary increases, certified salary increase, LOSAP, payment in lieu of life insurance, ride-out pay for new position (engineer). Financial Assistant Robinson stated that the Risk Management Policy still appears to be in good working order. The MFD Bylaws must be reviewed annually, legal counsel stated that there were no changes to the law. Counsel Bartlett stated that the only change that had been discussed was that the Fiscal Officer could be an employee of the District and didn't have to be a member of the Board of Trustees.

Assistant Chief Combs went over the changes for the personnel handbook; overtime submissions, sick time call in's, requiring a Dr. statement for calling in sick within 24 hours of a shift, minimum staffing requirements in two-person houses, country records retention schedule – this must be updated and included in the personnel handbook.

FINANCIALS

a. Financial – Claims

Financial Assistant Robinson presented claims signed October 2, 12, 19 and 30, 2023. Financial Assistant Robinson explained that the accountant will now print us labels for mailing.

Fiscal Officer Baker made a motion to approve claims for October 2023 as presented.
Trustee Courtright 2nd
Motion passed 4-0

b. Payroll

Included the semi-monthly payrolls for October 2023.

Trustee Courtright made a motion to approve the payrolls for October 2023 as presented.
Fiscal Officer Baker 2nd
Motion passed 4-0

c. Financial – Statement

Financial Assistant Robinson stated that the budget can be spent by 83% for this time of the year, currently we have spent 69.9% for the General Fund and 53% for the Cumulative Fund.

Financial Assistant Robinson explained that we will have encumbrances at the December meeting.

Trustee Courtright made a motion to approve the Certified Financial Statement as presented for October 31, 2023.
Trustee Vest 2nd
Motion passed 4-0

ADDITIONAL COMMENTS

NEXT MEETING

Chair Sorensen stated that the next meeting will be in person on December 13, at Station 25, located at 5081 N. Old State Road 37, Bloomington, IN. The meeting will also be held via zoom.

ADJOURN

Chair Sorensen called for a motion to adjourn.

Trustee Vest made a motion to adjourn at 7:25pm
Motion passed 4-0


Minutes approved by the board of trustees on December 13, 2023:

Aye:

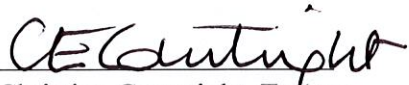


Vicky Sorensen, Chair

Mark, Kruzan, Vice-Chair



Michael Baker, Fiscal Officer



Christina Courtright, Trustee



Kevin R. Robling, Trustee

Dan Vest, Trustee

Nye:

Vicky Sorensen, Chair

Mark Kruzan, Vice-Chair

Michael Baker, Fiscal Officer

Christina Courtright, Trustee

Kevin R. Robling, Trustee

Dan Vest, Trustee

Copy furnished:

Mrs. Vicky Sorensen, Chair
Mr. Michael Baker, Fiscal Officer
Mr. Kevin R. Robling, Trustee
Mr. Dustin Dillard, Fire Chief
Mrs. Christine Bartlett, Legal Counsel
Headquarters, Bulletin Board
Station No. 22, Bulletin Board
Station No. 24, Bulletin Board
Station No. 29, Bulletin Board

Mr. Mark Kruzan, Vice-Chair
Ms. Christina Courtright, Trustee
Mr. Daniel Vest, Trustee
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