



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, September 14, 2022. The meeting was held in person at Station 22, 3953 S. Kennedy Drive, 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
- 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
- Steve Coover, Deputy Chief, Community Risk Reduction
- Bill Tusing, Deputy Chief, Logistics
- JJ McWhorter, Assistant Chief, Training
- Joel Bomgardner, Assistant Chief, Administration
- Christine Bartlett, Attorney, Ferguson Law
- Jeff Combs, Captain
- Tammy Bovenschen, Administrative Assistant
- Lorie Robinson, Financial Assistant
- Darrell Cooper, IT Specialist
- Jaydon Hoffman, Sergeant

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 requests for changes or 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 August 10, 2022 regular meeting, were presented to the board for approval. Chair Sorensen asked for a motion to approve the minutes.

Vice Chair Kruzan made a motion to approve the minutes of August 10, 2022 as presented.

Trustee Robling 2nd

Motion passed 7-0

UNFINISHED BUSINESS

a. 2023 Budget

Vice Chair Kruzan asked how much of an increase to each tax payer's household. Chief Dillard explained that it is not just a simple answer, when looking for updated census information we can find data for the county, for the city, but not specifically just the fire district. From the information that we could gather, the former district was about 19,000 housing units to around 23,000 housing units currently. When breaking that number out, it is between \$500-\$550 per housing unit for fire protection. Chief Dillard explained that when looking at it this way it is only taking into consideration single family residences; and multi-family residences count as one. This also doesn't include commercial buildings and nonprofit businesses, such as churches and fire houses. Looking at it as housing units, this only makes up about 60% of the fire district. Chief Dillard stated this doesn't include businesses such as Walmart and Menards. Structures such as these are substantially higher than a single-family dwelling.

Chief Dillard explained that when we were preparing our 2021 budget, the County Council asked us to come up with a fiscal impact for residential homes. By using the same formulas from 2021. From 2021 to 2022 the property tax rate decreased 25.8% and from 2022 to 2023 there is a 5.8% decrease. This decrease to a \$100,000 home is approximately \$33.00; a \$300,000 home is approximately \$155.00; and a \$500,000 home is approximately \$276.00. This year is much less than the previous year. This year and the next two years we maintain a little bit of consistency by using the local income tax increase that we receive. Chief Dillard stated that he will work on getting more information long term and stated that maybe we should have Baker Tilly look at our numbers and validate them once we have some long-term data. Baker Tilly did most of the legwork for when the different townships joined the District. Vice Chair thanked the Chief for the effort for the information this evening.

Vice Chair Kruzan asked what has the District done to help with cost cutting over the last year. Chief Dillard explained that the first thing he thinks of is our fuel costs. When the fuel costs soared, we started completing trainings in house, instead of having the crews go around to different stations to complete training. IT Specialist Cooper became a Motorola Dealer, which allows us to order parts and fix our own radios. We have worked with vendors for specialized pricing. We are using more local vendors to eliminate shipping and freight costs. We have consolidated vendors. We have streamlined purchasing throughout the District and have handled a lot of our own remodeling of facilities. Vice-Chair Kruzan stated that he sees the effort that everyone makes at the District.

Fiscal Officer Brown explained that we have been bringing training to our facilities instead of sending personnel to trainings. Chief Dillard stated an example is the ARFF refresher course that was completed recently.

Trustee Courtright asked if the Assessor's Office or Recorder have the proper number of households in the townships. Do they not have the number of property tax units? Chief Dillard stated that it is not information they have easily available. Chief Dillard stated that they spent several hours speaking with them today. He noted that they don't really deal with census numbers, they are looking at parcels of land.

Chair Sorensen asked if the County Auditors can still make changes to our budget. Chief Dillard stated that yes, they are the only ones who can still make changes to our budget as we are locked out as of September 1 from Gateway.

Trustee Robling asked if there was any part of the budget that we are questioning our numbers. Chief Dillard stated that yes, health insurance or worker's compensation insurance. Chief Dillard stated that we believe we have budgeted for worst case scenario for both of these insurance costs. Chief Dillard stated it is really beyond our control for both. Financial Administrator Robinson stated that worker's compensation is a calculation that the State sets and generally that information is not available to companies until mid-October.

Fiscal Officer Brown stated that Chief Dillard, Financial Assistant Robinson and himself has spent many hours going line by line on the budget. Chief Dillard stated that if the actuals from 2022 did not show a need for an increase, those lines were left unchanged.

Trustee Robling made a motion to approve the 2023 Budget for the General Fund and the Cumulative Fund as presented.

Fiscal Officer Brown 2nd

Chair Sorensen asked Administrative Assistant Bovenschen for a roll call vote:
Trustee Robling – Yes; Trustee Baker – Yes; Trustee Vest – Yes; Trustee Courtright – Yes; Fiscal Officer Brown – Yes; Vice Chair Kruzan – Yes; Chair Sorensen – Yes.

Motion passed 7-0

NEW BUSINESS

Department Updates

a. Legal Updates

Legal Counsel, Mrs. Bartlett stated that they are continuing to work with Benton Trustee Bright on the building and property transfers (Station 24). The issues are related to Benton township, and explained that the agreement we have with Benton Township will remain until the transfers are complete.

b. Statistics

August 2022

TOTAL Emergency Calls	367
Fire Calls	14
Over Pressure Rupture, Explosion, Overheat	1
EMS Calls	251
Hazardous Conditions	21
Service Calls	30
Good Intent Calls	30
False Alarms	18
Severe Weather	0
Special Incidents	2
Incidents by Township	327
Benton	16
Bloomington	26
Clear Creek	43
Indian Creek	5
Perry	84
Van Buren	128
Washington	25
Incidents – Contracted Townships	27
Polk	6
Salt Creek	21
Incidents by Aid Given	13
Bean Blossom	1
Bloomington City	6
Ellettsville	2
Richland Township (EFD)	1
Greene County	2
Lawrence County	1
Brown County	0

Owen County	0
Morgan County	0

AID Received - August	2
Year to Date	19

Average Response (dispatch to arrival on scene)	7 min 59 sec
Average Turnout (dispatch to enroute)	1 min 02 sec
Average Time on Scene	27 min 02 sec

SOR (Statements of Refusal) signed: 5

c. Emergency Medical Services – Special Operations

Deputy Chief Cornwell updated the board on the current situations:

- Currently have 1 individual on light duty
- Continuing work on centralized EMS inventory
- Currently have 1 individual out with COVID exposure
- Still awaiting a physical quote from IU Health

Accomplishments:

- Contacted Monroe Hospital to partner for services including biohazard waste disposal
- Annual on-site physicals completed (115 personnel so far)
- Annual fit testing completed for SCBA and N95 masks
- Attended training with Dr. Gardener (St. Vincent's) @ Center Township
- Re-initiated conversation with Dr. Gardner concerning our medical direction in the future
- Biohazard collection container at each station (previously relied on ambulance)

Planned Activities:

- Schedule make up physicals and fit testing
- Work Performance Evaluations will take place October 3,4,5 & 8
- Reach out to additional company for physical quote.
- Look at updating gas detectors (HazMat meters)
- Continue to work on ambulance billing and reporting as well as equipment purchase of ambulance and affiliated equipment

Trustee Courtright asked if a person can fail their physical or fit test? If so, what do we do. Deputy Chief Cornwell explained that the fit test is for their SCBA masks fitting...this is basically to make sure that each firefighter has the proper fitted mask. It is not a pass/fail other than changing mask sizes. Chief Dillard explained that depending on the medical condition, we would get them in touch with the department physician. If the physical came back with limitations then we would work the employee with possible light duty or change their assignments to only EMS calls or being driver only. We would work with them to get them back and fit for duty.

Chief Dillard stated that with the Work Performance Evaluation, that if an employee failed we would work with them and help them to be ready to test again. Chair Sorensen asked what the Work Performance Evaluation (WPE) is. Chief Dillard explained it is an obstacle course which includes a hose grab, raise and lowering of hose, a dummy drag, a 75-foot ladder climb and a mask black out. Trustee Robling stated that he stopped and watched the Work Performance Evaluations that were started in September. Fiscal Officer Brown asked if this was done in full gear. Chief Dillard stated that yes, this is done in full gear.

d. Operations

Deputy Chief Cornwell went over his Operations report:

- Apparatus out of service:
 - Rescue 21- awaiting parts for the pumps
- Engine 22 items are continuing to arrive
- Contacted our Ford representative Sam, to see when our build will begin and was told that Ford had begun production of vehicles ordered in November 2021 – Sam believes that they will begin production soon

Accomplishments:

- Engine 22 training has been completed
- SCBA adapters and dovetails have been placed on the 50 bottles that were recertified
- Bloomington Speedway races have been completed for the 2022 season

Planned Activities:

- Installing tools on Engine 22

e. Station 23 Update

Deputy Chief Tusing explained that Station 23 remodel is going very well. Deputy Chief Tusing stated that drywall will be going up next week. Most of the major items have been completed. Once drywall is completed, we will paint, and the drop ceiling will be put in.

f. Training

Assistant Chief McWhorter gave the training report:

- Total Training hours for August: 3,285.50
 - Full Time Personnel: 2,521.50
 - Part Time Personnel: 354.50
 - Volunteer part-time: 127
- 2-week Hazardous Materials Technician class taught by IAFF will begin on September 12th
- September 27-29 we are hosting an ICS 300 class – this is a requirement for some of our promotional processes. This class has students from other agencies attending, such as police, utilities and fire
- All crews have been reviewing our operating policies
- On shift training this month includes chimney fires, project lifesaver, EMS, lifeline landing zone and cold weather suits

- Driver Operator Mobile Water Supply Class for newer personnel – this is the 3rd of the four disciplines for this class
- WE are approximately

Planned Activities:

- ARFF Specialties will be instructing our 8-hour refresher course on August 30. This company will bring an airplane simulator for the live portion of the class. If any board trustee would like to visit and see the training, please stop by in the afternoon, off of airport road
- Operator Aerial class begins in September, this is the 4th portion of the driver operator series

Vice-Chair Kruzan asked how many people can be processed through a decon tent in an hour or so. Assistant Chief McWhorter stated that Deputy Chief Bright would know that answer. Vice-Chair Kruzan wanted to know if we have enough for a worst-case scenario. Captain Combs stated that during the HazMat Technician course this week, they plan to do a decon scenario and he will get information for the next meeting.

g. Community Risk

Deputy Chief Coover updated the board on ongoing events.

- Going to deposition for incendiary fire on East SR 45 from April 2021
- No approval yet for the Burch Road Gate from INDOT
- Still working with MCCSC on Anti-Bullying presentation
- Continuing to work with Monroe County Emergency Management on a community outreach partnership

Accomplishments:

- State IDHS Director (former State Fire Marshall) toured the fire district and spoke with command staff about working on a state-wide campaign for fire prevention and kitchen fires
- Working with VA distributing gun locks, medication mail back bags, pill boxes, suicide prevention crisis line stress balls, dog tags, wallet cards, etc. at our stations (Static Site)
- Save Have box has arrived
- Currently trying to renovate/repair two fire prevention props

Planned Activities:

- Working with INDOT on the limited right of way access for north I69
- Continue to work with Indiana Department of Homeland Security, Indiana Task Force 1, Indiana National Guard and State IMAT Team on upcoming Hoosier Defender Disaster Drill

Trustee Baker asked if we work with businesses to do hazmat review of what they have in their buildings. Deputy Chief Coover stated that all businesses are to have SDS sheets and certain occupancies must show that they do drills. Deputy Chief Coover stated that if a business asks for our assistance, we will certainly help them. Chief Dillard stated that there are State requirements for reporting that

must be done, called Tier 2 and we have access to that online. Chief Dillard stated that when crews do a preplan and there are hazardous materials stored on site, they take note and document.

Chair Sorensen asked about when a baby is placed into the baby box, who do we call? Where does the baby go? Deputy Chief stated that there is an alarm that goes off immediately. There is also a call to dispatch that is automatically placed, just in case we are not at the station. The baby will go to the hospital immediately.

h. Administrative Report

Chief Dillard went over items from the administrative report.

Current Activities:

- Currently we have a Hoosier Hills student at Station 25 observing the day to day operations
- We expect a second student to spend time at Station 22 to earn volunteer hours for the National Honor Society.
- Auxiliary is accepting registrations for the 5k to be held on October 1, 2022.

Accomplishments:

- Four new volunteer applications received IT Specialist Cooper has negotiated Comcast Internet contracts for 24-months
- State Board of Accounts audit for 2018 & 2019 is complete
- Received \$270,000 from various grants

Planned Activities:

- Finish transferring titles for Benton Township apparatus
- Auxiliary Family Fall Fun event on October 8 at Station 23
- Chief's Award Ceremony is planned for Saturday, October 22nd from 10am-Noon at Calvary Baptist Church, 3501 N. Prow Road
- State Board of Accounts Audit for 2021 is underway

NEW BUSINESS

a. Financial – Claims

Financial Assistant Robinson presented claims signed August 11, 26, 28, and 31, 2022.

Fiscal Officer Brown made a motion to approve claims for August as presented.

Trustee Robling 2nd

Chair Sorensen called for a vote

Motion passed 7-0

b. Payroll: Included the semi-monthly payrolls for August 2022. Administrative

Assistant Bovenschen stated that the payrolls for August includes a 28-day period, the Healthy Rewards payroll for 53 participants and normal payroll period.

Fiscal Officer Brown made a motion to approve the payrolls for August as presented.

Trustee Robling 2nd
Chair Sorensen called for a vote
Motion passed 7-0

c. Financial – Statement

Financial Assistant Robinson stated that our normal expenditures at the end of August should be expended 66.7% and we have spent currently 60.6% of the General fund and 48% of the Cumulative fund.

Financial Assistant Robinson stated that the Certified Financial Statement for August 31, 2022 is presented for your approval.

Fiscal Officer Brown made a motion to approve the certified financial statement as presented for August 31, 2022.

Trustee Robling 2nd
Chair Sorensen called for a vote
Motion passed 7-0

d. Fire Hose Testing

Captain Combs explained that NFPA 1962 standard for testing fire hose each year. Traditionally we have tested the hose in house, however Chief Dillard and Captain Combs recently attended an ISO class and after running numbers, it was evident that it would be more cost effective to have a company come in and test our hose. The company will unload the hose, test the hose and reload the hose on all apparatus.

Chief Dillard stated that by using a company and not our firefighters we will not have 9 10-hr days of backfilling apparatus while we test the hoses. While speaking with other departments during the ISO class, majority of them use Nichols company to complete the testing. ISO folks like that the records are standardized.

Chair Sorensen asked if this was a one-year quote. Chief Dillard stated that yes it was for one year only. Trustee Robling stated that he agrees with using an outside vendor to complete this type of work for a variety of reasons.

Trustee Robling made a motion to approve the quote from Nichols Fire & Fleet for a total cost of \$9,973.05 for hose testing.

Vice-Chair Kruzan 2nd
Chair Sorensen called for a vote
Motion passed 7-0

e. Station Printers

IT Specialist Cooper explained that he would like to streamline the printers throughout the District. These Brother Laser All-in-One printers will allow for scanning paperwork easily back to the annex. These printers are only black and white printing. There is color printing ability in the administrative offices. This will bring consistency to all stations.

Vice-Chair Kruzan asked why one Staples quote was more expensive than the other Staples quote. IT Specialist explained that when he first began looking at printers he received the quote from Staples. After speaking with Financial Assistant Robinson about setting up an account with Staples and while setting up the account, Financial Assistant Robinson contacted a Staples government pricing representative who was able to find the exact printer for \$100 less than the original quote. Trustee Courtright stated that she owned this exact printer and spoke highly of it. Trustee Vest asked if the scanner had color scanning capabilities. IT Specialist Cooper stated yes, it does scan in color.

Trustee Robling made a motion to approve the purchase of 8 printers from Staples for a total of \$3,359.92
Vice-Chair Kruzan 2nd
Chair Sorensen called for a vote
Motion passed 7-0

NEXT MEETING

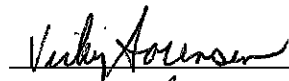
Chair Sorensen stated that the next meeting will be October 12, 2022, at Station 21, located at 9094 S. Strain Ridge Road, Bloomington, IN. The meeting will also be held via zoom.

ADJOURN

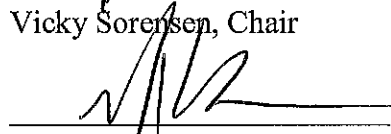
Chair Sorensen called for a motion to adjourn.
Fiscal Officer Brown made a motion to adjourn at 7:02pm
Trustee Robling 2nd
Motion passed 7-0

Minutes approved by the board of trustees on October 12, 2022:


Aye:



Vicky Sorensen, Chair



Mark, Kruzan, Vice-Chair



C. Ed Brown, Fiscal Officer

Michael Baker, Trustee

Nye:

Vicky Sorensen, Chair

Mark Kruzan, Vice-Chair

C. Ed Brown, Fiscal Officer

Michael Baker, Trustee

Christina Courtright, Trustee



Kevin Robling, Trustee

Dan Vest, Trustee

Christina Courtright, Trustee

Kevin Robling, 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