



# 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, March 13, 2024. 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  
Christina Courtright, Trustee (via Zoom)  
Dan Vest, Trustee

Those absent were as follows: Michael Baker, Fiscal Officer  
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  
David Ferguson, Attorney, Ferguson Law  
Tammy Bovenschen, Administrative Assistant  
Lorie Robinson, Financial Assistant  
Darrell Cooper, IT Specialist

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**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 February 14, 2024 regular meeting were presented to the board for approval.

Trustee Vest made a motion to approve the minutes of February 14, 2024.

Vice-Chair Kruzan 2<sup>nd</sup>

Roll call vote was taken:

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

Motion passed 4-0

## UNFINISHED BUSINESS

There was no unfinished business from last month.

## DEPARTMENT UPDATES

### Department Updates

#### a. Legal Updates

Legal Counsel, David Ferguson stated that was no update from legal this month.

#### b. Statistics

	<u>Jan 2024</u>	<u>Feb 2024</u>
<b>TOTAL Emergency Calls</b>	<b>421</b>	<b>379</b>
Fire Calls	7	4
<i>Structure</i>	6	2
<i>Vehicle</i>	1	10
<i>Wildland</i>	0	0
<i>Other</i>	0	0
Over Pressure Rupture, Explosion, Overheat	2	0
EMS Calls	259	233
<i>Medical</i>	168	144
<i>EMS Crew Assist</i>	76	61
<i>Motor Vehicle Accidents</i>	15	15
Hazardous Conditions	48	46
Service Calls	45	33
Good Intent Calls	35	40
False Alarms	25	11
Severe Weather	0	0
Special Incidents	0	0
<b>Incidents by Township</b>	<b>359</b>	<b>318</b>
Benton	24	16

Bloomington	35	25
Clear Creek	36	21
Indian Creek	16	5
Perry	103	104
Van Buren	134	133
Washington	11	14
<b>Incidents – Contracted Townships</b>	<b>15</b>	<b>27</b>
Polk	6	6
Salt Creek	9	21
<b>Incidents by Aid Given</b>	<b>47</b>	<b>34</b>
Bean Blossom	0	0
Bloomington City	3	3
Ellettsville	9	9
Richland Township (EFD)	30	18
Greene County	4	3
Lawrence County	1	1
Brown County	0	0
Owen County	0	0
Morgan County	0	0
<b>AID Received - Year to Date</b>		<b>35</b>

#### **Station 81 Response**

##### **Engine 81 – 42**

##### **Squad 81 – 11**

Average Response (dispatch to arrival on scene)	7 min 41 sec	7 min 50 sec
Average Turnout (dispatch to enroute)	1 min 04 sec	0 min 56 sec
Average Time on Scene	21 min 43 sec	22 min 57 sec

#### **February SOR (Statements of Refusal) signed: 5**

Deputy Chief Bright explained that there were no fire calls in the Station 24 area during the month. Currently the call volume is up 19% over this same time last year.

Vice-Chair Kruzan asked about the EMS response time for Station 24, .04 seconds seems very quick. Deputy Chief Bright explained that they could have been near the truck when the call came out (already in the bay area) or could have just been marked available when another call came out. Chief Dillard explained that when Dispatch receives a call and starts entering the information it will pop up on our screens (which are located throughout the stations) and our crews can see it and start getting ready immediately prior to the actual dispatch.\

**c. Emergency Medical Services – Special Operations**

Deputy Chief Bright updated the board on EMS/Special Operations

Current Situation:

- Working through the final set-up process with Med-Bill
- Finishing biomedical checks over the next week or so

Accomplishments:

- 1<sup>st</sup> Ambulance is here, has passed inspection and awaiting certification paperwork
- BLS transport certification is in hand
- Brush/Squad combinations at Station 22 is now in service

Planned Activities:

- Continuing to work with ambulance billing company to establish Medicare and Medicaid number
- Plan another follow-up meeting with IU Lifeline to discuss ALS transport Aid Agreement

Vice-Chair Kruzan asked the levels of service, EMT, Paramedic. Deputy Chief Bright explained that we are BLS certified, Basic Life Support. Vice-Chair Kruzan asked if we have Paramedic Level firefighters? Do other fire departments have paramedic's? Deputy Chief Bright explained that we would have to offer 24-hour ALS care – to have the license for ALS care.

Vice-Chair Kruzan asked if somewhere down the road would the District want to have more paramedics on staff and be able to give ALS care? Deputy Chief Bright explained that we will need to look at that further down the road after we have the ambulance up and running. Chief Dillard explained that we would possibly like to staff an EMT and a Paramedic on the Ambulance. He explained that the majority of calls are BLS calls and can be handled by our current staffing. He explained that at several places the paramedic is on what is considered a chase vehicle and goes to the scene and if the patient then needs transported, the paramedic rides in the ambulance and someone else drives the chase vehicle. Chief Dillard explained that some departments have a paramedic on the Engine – so they are the first to arrive to the scene. There are multiple ways to run ambulance. Chief Dillard explained that ALS service is just another service that we want to offer.

Chair Sorensen asked if additional insurance is needed or is everything covered by what we currently have. Deputy Chief Bright will look into it. Chief Dillard explained that the call volume will determine any additional insurance. We currently have the insurance for individuals in our vehicles currently.

ALS would have more of a liability due to exposure of the medications and such on an ALS vehicle.

#### **d. Operations**

Deputy Chief Cornwell updated the board on Operations

Current Situation:

- Tender 22 – Spoke with Donley on 3/13/24 – they are planning to replace two valves tomorrow morning and the plan is still to pick the truck up on Friday March 15
- Continuing to work with BFD and EFD for a county wide Honor Guard

Accomplishments:

- RIT bags have been updated (Rapid Intervention Team) at each Station
- New helmet shields and passports for probationary firefighters have been ordered
- Work Orders completed: Total-34; Minor-18; Moderate-14; Major-02

Planned Activities:

- Picking up all of the credentials for FDIC 2024 at the end of this month

#### **e. Training**

Assistant Chief Deckard updated the board on Training:

Current Situation:

- Working with Cook Polymer on fire extinguisher training for first response teams
- We will be working with BFD for several months on training grounds at Station 25 for ladders, flashover and fire training
- Looking at the maintenance of the flashover training prop as we are having some issues currently

Accomplishments:

- Total Training hours for February: 1,496.00
  - Full Time Personnel: 1,188.00
  - Part Time Personnel: 274.50
  - Volunteer/Substitutes: 33.50
- Completed MSA LUNAR and fire grid training (Location Unit Name Air Resources) which lets us know the exact location of a downed firefighter
- CPR and Fire extinguisher training for May's greenhouse employees
- National pipeline awareness dinner & training

Planned Activities:

- March training – vehicle extrication
- Jasper Fire School March 15, 16 and 22 – 24.
- FDIC Conference in Indianapolis April 15 thru the 20<sup>th</sup>

Chair Sorensen asked what type of work needed to be completed on the flashover training prop? Deputy Chief Cornwell and Assistant Chief Deckard explained different items that needed attention. The container has been in service for 20 years.

#### **f. Community Risk Reduction**

Deputy Chief Coover updated the board on Community Risk Reduction.

Current Situation:

- Developing the SHIELD Domestic violence safe place at fire stations with the Middle Way House

Accomplishments:

- Completed training in Certified Peer Support Professional to initiate a Mobile Crisis Assistance Team through the Family and Social Services Administration: The Division of Mental Health and Addiction
- Finalized Arson case from Ketcham Road
  - Resulted in Aggravated battery (Level 3 felony) and Arson (Level 4 felony) for a total sentence of 25 years with 7 years suspended to probation (18 years executed)
- Completed
  - 32 inspections
  - 04 re-inspections
  - 07 new construction inspections
  - Six plan reviews
  - Added five new occupancies

Planned Activities:

- Provide training for navigators
  - Indiana Navigators are individuals who assist consumers in completing Health Insurance Marketplace applications

**g. Administrative Report**

Chief Dillard explained that the past month has mainly been concentrated around our large hiring process.

Current Activities:

- Awaiting request for reimbursement for \$115,350.87 from County
- Working with Indiana Fire Chiefs Association on Grant received and data collection for recruitment and retention - one point of focus is the complete overhauling our website

Accomplishments:

- Fifteen firefighters and officers participated in the research and consumer fire blankets and MSA buddy breathers
- Partnership with Dell Technologies allowing us no cost try before you buy privileges

Planned Activities:

- Provide Bean Blossom Township Trustee and Board with information on what merging into MFPD may look like
- Reclaim and standardize all station information online with Google Business

Personnel Report:

- Hiring – 0
- Promotions – 0
- Hiring - 0
- Resignations – 0

Chief Dillard explained the research and development training of the fire blankets and MSA buddy breathers. We found that the fire blankets are designed for stoves and worked well. We will have a report and some PSA's concerning the training that we did. Chief Dillard explained that while there the firefighters asked to do some live fire training which we were able to also do.

IT Specialist Cooper explained the Dell partnership which he has set up. This partnership allows us to pick items they offer and test the items and see if they are things we would like. Sometimes the items are free, sometimes they will be at a reduced cost after we evaluate them.

Chief Dillard explained that he will be meeting with Bean Blossom Township to explain what benefits they could see if they were to merge with MFD.

IT Specialist Cooper also explained how we have to reclaim our station information online with Google. He explained that currently some still come up as their former department, i.e. Bloomington Township, Van Buren Township.

Chief Dillard explained to the Board that he is working with legal services to terminate the contract with ESO due to issues beyond our control. The District is backing out of ESO contract – this is due to ESO not fulfilling their end of the contract. ESO basically has not given us any access to upload our Roster, haven't given us access to scheduling. At this point, we have had to maintain software that we didn't think we were going to still be utilizing. Chief Dillard is shocked and didn't imagine this happening.

## **NEW BUSINESS**

### **a. Promotional Process**

Chief Dillard explained that this was the continuation of the current promotional process that began in February. Chief Dillard would like to approve the following for an April 1, 2024 promotion. For Sergeant: Travin Craig and Michael Hill. For Lieutenant: Benjamin Slinkard.

Vice-Chair Kruzan made a motion to approve the promotions as presented for sergeant and lieutenant.

Trustee Vest 2<sup>nd</sup>

Roll call vote was taken

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

Motion passed 4-0

### **b. Hiring Process**

Chief Dillard explained that the recent hiring process was a combination of lateral transfers, certified firefighters and non-certified firefighters. We had a wonderful response of applicants and have narrowed our list to 37 individuals. We would like to hire the first ten with an estimated start date of April 1, 2024. The first ten hires are

either lateral or certified firefighters. We have an additional ten that we would like to hire sometime in July 2024 and the remaining 17 individuals will remain on our hiring list.

The first 10 individuals are: Ethan Hart, Brady Rhoda, Joshua Skaggs – lateral transfers; Jeremiah Boshears, Luke Coryea, Dylan Crusenberry, Caleb Funkhouser, Dylan Funkhouser, Job McLaren and Schyler Memering – certified firefighters. Certified firefighters will complete a PERF physical while the lateral transfers will complete a fit for duty physical.

Trustee Vest made a motion hire the three lateral and seven certified firefighters as presented.

Vice-Chair Kruzan 2<sup>nd</sup>

Role call vote was taken

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

Motion passed 4-0

**c. District Ambulance Write-Off Policy**

Deputy Chief Bright explained that this is a write-off policy that must be sent to the billing company. This was sent to the board with their packet and that this is only for review this evening. Deputy Chief Bright explained that there were a few items he missed that he will need to include when we finalize the policy.

Vice-Chair Kruzan asked if legal counsel had reviewed – Deputy Chief Bright stated that yes, they have reviewed. Chair Sorensen asked who decides how long an unpaid bill will go before the bill is sent to collection. Deputy Chief Bright explained that 120 days. Deputy Chief Bright explained that med-bill gets 5.5% of everything they collect, but nothing on anything they don't collect. Chief Dillard explained that they will stop trying to collect when we tell them.

Under the board By-Laws they must look at a policy at least one month prior to approving. At the meeting next month, the board will have the opportunity to vote on this item which will be in Unfinished Business.

**d. Resolution 24-001 Ambulance Billing**

Deputy Chief Bright explained that the resolution is up to the board to determine the rates that we bill for services. Deputy Chief Bright has inquired as to what Medicare rates are for our area – we fall under Urban areas. He looked at other districts similar and saw that they use a multiplier to establish their rates. He has used 2.5 times the Medicare/Medicaid billing and used the averages.

Trustee Vest had a few questions on exactly how we arrived at the rates listed. Deputy Chief Bright explained that the ambulance is required to take what the Medicare/Medicaid rate is – that is all that we will be paid for those calls.

Deputy Chief Bright will share the Medicare/Medicaid table with the board.



Vice-Chair Kruzan asked why we decided all Monroe County residents were considered for the rates instead of just District residents. City residents do not pay taxes into the District. Vice-Chair Kruzan feels that the non-resident fees should be charged to non-district residents of Monroe County. He would like have us look at this. Trustee Courtright agreed with Vice-Chair Kruzan. Deputy Chief Bright and Chief Dillard will look at the contracted townships and will re-word the definition of residents.

**e. Hartman & Williams Engagement Agreement (GAAP Reporting)**

Financial Assistant Robinson explained that each year Hartman & Williams converts our cash base accounting into their formatting. This agreement will not allow them to exceed \$5,000 for billing purposes without coming back to the Board.

Vice-Chair Kruzan made a motion to approve the Hartman & Williams engagement agreement as presented.

Trustee Vest 2<sup>nd</sup>

Roll call vote was taken:

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

**FINANCIALS**

Financial Assistant Robinson explained to the Board that the Annual Financial Report had been submitted on February 14<sup>th</sup>. The information is in the financial packet. In the absence of Fiscal Officer Michael Baker, the Annual Financial Report will be attested at the April 10, 2024 board meeting.

**a. Financial – Claims**

Financial Assistant Robinson presented claims signed February 5, 7, 15 & 22, 2024.

Trustee Vest made a motion to approve the claims for February 2024 as presented.

Vice-Chair Kruzan 2<sup>nd</sup>

Roll call vote was taken:

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

Motion passed 4-0

**b. Payroll**

February monthly payrolls presented for approval included February 15<sup>th</sup> and 28<sup>th</sup>, 2024 and H.S.A. distributions.

Trustee Vest made a motion to approve the payrolls for February 2024 as presented.

Vice-Chair Kruzan 2<sup>nd</sup>

Roll call vote was taken:

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

Motion passed 6-0

**c. Financial – Statement**

Financial Assistant Robinson stated that we have spent 13% for the General Fund and 13% for the Cumulative Fund for 2024, we could have expended up to 17% currently.

Trustee Vest made a motion to approve the Financial Statement as presented for February 29, 2024.

Vice-Chair Kruzan 2<sup>nd</sup>

Roll call vote was taken:

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

Motion passed 4-0

**ADDITIONAL COMMENTS**

Vice-Chair Kruzan wanted to wish Trustee Kevin R. Robling a very happy birthday.

**NEXT MEETING**

Chair Sorensen stated that the next meeting will be in person on April 10, 2024 at Station 24, located at 5081 N. Old State Road 37, Bloomington, IN. The meeting will also be held via zoom.


**ADJOURN**

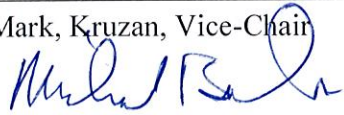
Chair Sorensen called for a motion to adjourn.

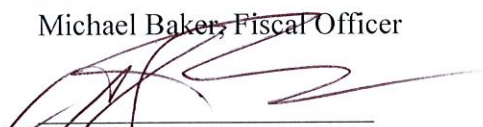
Trustee Vest made a motion to adjourn at 7:15pm

Minutes approved by the board of trustees on April 10, 2024:

Aye:

  
\_\_\_\_\_  
Vicky Sorensen, Chair

\_\_\_\_\_  
Mark, Kruzan, Vice-Chair  
  
\_\_\_\_\_  
Michael Baker, Fiscal Officer

  
\_\_\_\_\_  
John Bernstein, Trustee

  
\_\_\_\_\_  
Christina Courtright, Trustee

Nye:

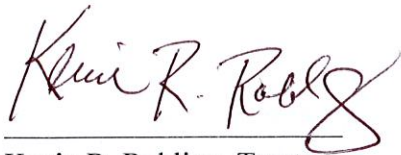
\_\_\_\_\_  
Vicky Sorensen, Chair

\_\_\_\_\_  
Mark Kruzan, Vice-Chair

\_\_\_\_\_  
Michael Baker, Fiscal Officer

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John Bernstein, Trustee

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Christina Courtright, Trustee



Kevin R. Robling, Trustee

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Kevin R. Robling, Trustee



Dan Vest, Trustee

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Dan Vest, Trustee

Copy furnished:

Mrs. Vicky Sorensen, Chair  
Mr. Michael Baker, Fiscal Officer  
Ms. Christina Courtright, Trustee  
Mr. Daniel Vest, Trustee  
Mr. David Ferguson, 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  
Mr. John Bernstein, Trustee  
Mr. Kevin R. Robling, Trustee  
Mr. Dustin Dillard, Fire Chief  
Mrs. Christine Bartlett, Legal Counsel  
Station No. 21, Bulletin Board  
Station No. 23, Bulletin Board  
Station No. 25, Bulletin Board  
Station No. 39, Bulletin Board