



# Monroe Fire Protection District

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## MINUTES OF MEETING OF THE BOARD OF TRUSTEES

Vickey Sorensen called a work session of the Board of Trustees of the Monroe Fire Protection District to order at 6:00 p.m. EST Tuesday, February 9, 2021 via a Zoom Meeting due to the COVID-19 pandemic. 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.

Mrs. Sorensen 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, Trustee
- C. Ed Brown, Trustee
- Mark Kruzan, Trustee
- Daniel Vest, Trustee
- Christina Courtright, Trustee

Those absent were as follows:

Others present were as follows:

- Dustin Dillard, Chief, MFD
- George Cornwell, Deputy Chief, Operations, MFD
- Matt Bright, Deputy Chief, EMS/Special Operations, MFD
- Joel Bomgardner, Assistant Chief, Administration, MFD
- Tammy Bovenschen, Administrative Assistant MFD
- Lorie Robinson, Financial Assistant MFD
- Christine Bartlett, Attorney, Ferguson Law
- Rita Barrow, Van Buren Township Trustee
- Elizabeth Andrews, Monroe County Resident

Those absent were as follows:

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**HEADQUARTERS  
3953 S KENNEDY DRIVE  
BLOOMINGTON IN  
812-331-1906  
812-336-1166 (FAX)**

## **CHANGE OR AMENDMENTS TO THE AGENDA**

Mrs. Sorensen asked if there were any amendments or changes to the agenda. There were no amendments or changes to be made.

## **PUBLIC COMMENT**

Mrs. 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. Mrs. Sorensen explained that we do have a policy for public comment that is outlined on the back of the agenda.

Ms. Elizabeth Andrews, Monroe County Resident wanted to thank Chief Dillard and Board Member Courtright for their quick responses to her concerns over her new insurance classification. Ms. Andrews stated that she now understood that this issue was due to the City of Bloomington not signing the Automatic Aid agreement with Monroe Fire Protection District.

Chief Dillard explained how the ISO rating is used by some insurance companies for the fire protection classification of an address. Chief Dillard explained the different factors that go into a rating.

Mr. Kruzan asked Mr. Bomgardner if it was appropriate for a board member to reply to public comment. Mr. Bomgardner stated to adhere to the public comment policy at meetings and that generally the board did not answer questions during public comment. Mr. Kruzan offered to give Ms. Andrews some guidance as to whom she could speak with at the city level.

## **ELECTION OF OFFICERS**

Mr. Kruzan made a motion to nominate Mrs. Sorensen as Chairman.

Ms. Courtright 2<sup>nd</sup>

Motion passed 5-0

Mrs. Sorensen made a motion to nominate Mr. Kruzan as Vice-Chairman

Mr. Brown 2<sup>nd</sup>

Motion passed 5-0

Mrs. Sorensen made a motion to nominate Mr. Brown as Fiscal Officer

Mr. Kruzan 2<sup>nd</sup>

Motion passed 5-0

## **MINUTES OF PREVIOUS MEETING**

Minutes from the December 8, December 16, 2020 and January 26, 2021 board meetings were presented to the board for approval. Mrs. Sorensen asked legal counsel if the new board members were allowed to approve the minutes this evening since they were not in attendance or even on the board at the time of the meetings. Mrs. Bartlett stated that everyone in attendance this evening should be included in approving the minutes. Mrs. Sorensen called for a motion to approve the minutes.

Mr. Brown made a motion to approve the minutes of December 8, 2020 as presented.

Mr. Kruzan 2<sup>nd</sup>

Motion passed 5-0

Mr. Brown made a motion to approve the minutes of December 16, 2020 as presented.  
Mr. Kruzan 2<sup>nd</sup>  
Motion passed 5-0

Mr. Kruzan made a motion to approve the minutes of January 26, 2020 as presented.  
Mr. Brown 2<sup>nd</sup>  
Motion passed 5-0

## **OLD BUSINESS**

### **a. 2021 Salary Ordinance**

Chief Dillard explained that this document only has one change since being presented in November. He noted the highlighted pay for part-time/substitutes employees listed \$12.00 - \$21.00 per hour. This higher increase was due to the fact that there were a couple of former Northern Monroe Fire Territory employees who would have taken a pay decrease based on the original figures of \$18 max.

Mr. Kruzan asked about overtime within the department and do we have a maximum amount budgeted. Chief Dillard explained that fortunately as a combination department we rarely have to use overtime. There are instances like out of town training, and of course special circumstances where overtime is needed, but we have never had an issue of excessive overtime nor have we gone over budget.

Mrs. Sorensen called for a motion on the 2021 Salary Ordinance  
Mr. Brown made a motion to approve the 2021 Salary Ordinance.  
Mr. Kruzan 2<sup>nd</sup>  
Motion passed 5-0

### **b. Legal Updates**

Mrs. Bartlett informed the board that the deed paperwork with Bloomington Township had been completed. Mrs. Bartlett stated that legal counsel for Van Buren Township is still working with them on some specific language and they hope to finalize that next week.

Mrs. Bartlett also stated that she has been working with Chief Dillard on by-laws for the board. She stated that she is always happy to answer questions the board may have.

Mrs. Sorensen asked if the board would see the deed language for Van Buren before they were finalized. Mrs. Bartlett stated that yes, she could forward the documentation to the board prior to it being finalized so that they can see it. Mrs. Bartlett did state that they are just working to balance both townships interest.

### **c. Monroe Fire District Future**

#### **i. Line of Credit**

Chief Dillard and Mrs. Robinson spoke to the board concerning the financial needs of the District in the upcoming future. Chief Dillard explained that at

first it was thought that we would need to basically take out a loan to cover the operating costs of the district until our first settlement in June. Chief Dillard noted that after speaking with several banking institutions, it was determined that opening a line of credit would be the best option for the district and the taxpayers.

Chief Dillard explained that this was not something that we did not expect. Merging the three departments into one and not receiving any funding until our June settlement we knew we would have to borrow funds at some point. Mrs. Robinson explained that this shortfall will occur in about the next 40 days.

Chief Dillard and Mrs. Robinson have spoken with our lender Peoples State Bank and would like to open a line of credit not to exceed \$2,000,000.00 (two million dollars) for a period of two years. This will allow the district to start receiving the fire protection money from the four new townships that will have merged within that two-year window. Mr. Brown stated that this was not an unusual request and that a line of credit was a good option to do instead of seeking out a loan. Ms. Courtright asked if the bank was clear in our understanding of the \$2,000,000 maximum request for the two-year period. Chief Dillard stated that the bank was clear and understood what we were asking for.

Mr. Kruzan wanted to assure the citizens that this was anticipated and that if this was not approved what would happen to the District. Chief Dillard assured Mr. Kruzan that this was anticipated and that we had even spoken with DLGF (Department of Local Government Finance) last fall concerning our settlement timing and having a shortfall during the 2021 calendar year. Mrs. Robinson explained that the Local Income Tax the district will receive for Van Buren Township and Unincorporated Bloomington Township will not be seen until 2022. Mrs. Robinson stated that without establishing this line of credit it would be very difficult and operations would be compromised.

Mrs. Sorensen asked if this is approved this evening what will the bank need to begin the process. Chief Dillard explained that the bank will only need the minutes reflecting the approval to ask for a line of credit. Chief Dillard also advised the board that when we receive the tax settlements in June and December, we will pay the principal and interest in full each time bringing the balance back to zero until we would need another draw thus saving the district in interest charges.

There being no further discussion, Mrs. Sorensen called for a motion. Mr. Brown made a motion to approve a \$2,000,000 (two million dollar) line of credit with Peoples State Bank for a term of no more than two years. Mrs. Courtright 2<sup>nd</sup>  
Motion passed 5-0

**ii. Credit Cards**

Chief Dillard explained to the board that currently we have 2 VISA credit cards, one issued to Chief Dillard and one to Deputy Chief Cornwell. With the merger we would like to request an increase in the number of cards held by the district and to increase the limit on the Chief's card. Generally, credit cards are used to pay for items such as hotels and car rental for our state trainings and may also be used to purchase items at locations we do not have accounts with. Chief Dillard stated that we do have several accounts at local business where our logistics chiefs can purchase items, but some items it is best to buy in bulk and get a better price, but it must be done using a credit card.

Mr. Kruzan would like for us to look into this further before making decisions on new cards or increase in limit. Mr. Kruzan would like to review our risk management policies so that he is more familiar with how purchases are being made. Chief Dillard stated we can table this item until next month.

**iii. Healthy Results Program**

Mrs. Bovenschen explained to the board that the Healthy Results Program with IU Health was an incentive-based program that would allow the district to lock in the medical insurance premium for two-years. Mrs. Bovenschen explained that we would need 50% participation of our full-time personnel to participate and that an incentive from the board was a required portion of the contract with IU Health. Mrs. Bovenschen stated that Ron Remak of Bill C. Brown had generously donated \$500 to help with our incentive program. Mrs. Sorensen asked if IU Health had suggested anything as an incentive. Mrs. Bovenschen explained a few things other companies had done. After further discussion, Mrs. Sorensen called for a motion.

Mr. Brown made a motion to approve the Healthy Results Program with a \$50.00 annual reward for employees who participate.

Mr. Vest 2<sup>nd</sup>

Motion passed 5-0

**d. MFD Position Appointments/Hiring**

**i. Career Full-Time Firefighter**

Deputy Chief Cornwell explained to the board the upcoming timeline for the 14 individuals we are asking the board for formal approval this evening. HR paperwork will be completed in the next two weeks with a full week of onsite orientation beginning March 1. 24hr shift coverage would begin March 6, 7 and 8 depending on what shift they would be assigned to.

Deputy Chief Bright explained that these 14 individuals hired will be paid through a SAFER grant the district received. The original grant was a 75%-25% match however due to hardship (COVID) this is now 100% funded for

the next 3 years. Deputy Chief Bright stated that these 14 will help us to maintain NFPA Standards. The SAFER grant will pay their salaries, benefits and insurance. Chief Dillard did note that this grant was wrote a few years ago and the pay scale is a little higher now than originally asked for. The district will have to cover those extra costs.

Chief Dillard shared the names of the 14 career firefighter candidates:

Andrew Craig	Leyton Craig	Travin Craig
Isaac Crane	Walker Crane	Drew Doehla
Joshua Hall	Kole Jones	Ben Patton
John Peterson	Taylor Phillips	Solomon Rynard
Elijah Wilson	Jonathan Young	

Mrs. Sorensen called for a motion to hire the 14 career firefighter candidates  
 Mr. Brown made a motion to approve the hiring of the 14 candidates presented.

Mr. Kruzan 2<sup>nd</sup>  
 Motion passed 5-0

**e. COVID-19 Information**

Chief Dillard informed the board that we currently have approximately ¼ of the district employees voluntarily being vaccinated. We currently have plenty of PPE thanks to the AFG Grant.

**f. Engine 22 Bid Posting**

Chief Dillard would like to move forward with the board approval to post bids for Engine 22 and to have those opened at the March meeting of the board. Chief Dillard realizes that the bid prices may come in higher due to cost increases from COVID. He explained that we will not receive delivery of the new engine until probably beginning of 2022. It takes almost a year from bid award to truck delivery.

Mr. Vest asked how this would be funded, would this be a tax levy increase? Chief Dillard explained that all apparatus is budgeted for and comes from the districts CUM fund.

**NEW BUSINESS**

**a. Department Update**

**i. Statistics**

	<u>January 2021</u>
TOTAL Emergency Calls	278
EMS Calls	219
Fire Calls	59
Aid Given (automatic/mutual)	20
Received Aid (automatic/mutual)	5

Overlapping Calls	31.29%
Average Response (on scene)	8 min 3 sec
Average Enroute (leave the firehouse)	1 min 44 sec

We will be looking at how to break calls down a little differently with the new reporting system to give a better accuracy for calls within the district. The average for all calls includes the townships that are contracting with us (not actually in the district) and some of those calls are in far out-lying areas.

Mrs. Courtright asked for clarification of an overlapping call. Chief Dillard explained that it just means we have 2 or more calls happening at the same time.

**ii. ISO Review**

Chief Dillard explained that Rusty Clark is now the Fire Marshall for the district. He had previously been the Fire Marshall at Northern Monroe Fire Territory. Chief Dillard explained that the Fire Marshall will be the one that will address issues such as the citizen who spoke earlier concerning her insurance costs rising due to the ISO rating.

Chief Dillard explained that we get about 5-15 calls a month concerning the ISO rating. Companies that sell insurance can use many ways to determine their premiums, however several use the ISO rating system. The ISO system used is where a company comes out and grades a fire department based on certain criteria. Insurance companies do not have to use the ISO rating system. Some companies are going to Zip Code loss instead. ISO looks at dispatch, water supply and the fire department. There are multiple things that ISO uses to determine its rating. Some of this does concern automatic aid, which the City of Bloomington has not signed with the District.

Chief Dillard explained that we have created a letter defining what the fire district current rating is. This letter also explains the merger with Van Buren and Northern Monroe, and that all stations are still operating at full capacity.

Chief Dillard explained how ISO classifications are determined. Chief Dillard did state that John Beard of ISO should be returning this year to reevaluate our ISO rating.

## **CLAIMS AND FINANCIAL REPORT**

### **Claims:**

**a. Monroe Fire Protection District Claims:**

Mrs. Robinson went over the claims for Monroe Fire Protection District. Monroe Fire Protection District Claims dated December 14, December 20, December 29, 2020, January 7, January 17 and January 25, 2021 were presented for approval.

**Payroll:** Included the semi-monthly payrolls for December 2020 and January 2021.

Mr. Brown motioned to approve MFD claims dated December 14, December 20, December 29, 2020, January 7, January 17 and January 25, 2021.

Mr. Kruzan 2<sup>nd</sup>

Motion passed 5-0

**b. District 8 Claims:**

There were no District 8 claims.

**c. Financial Report:**

Mrs. Robinson went over the December 2020 and January 2021 financial reports.

Mr. Brown made a motion to approve the Financial Statements dated December 30, 2020

Ms. Courtright 2<sup>nd</sup>

Motion passed 5-0

Mr. Brown made a motion to approve the Financial Report dated January 31, 2021.

Mr. Kruzan 2<sup>nd</sup>

Motion passed 5-0

**NEXT MONTHLY BUSINESS MEETING**

Mrs. Sorensen reminded everyone that our next scheduled regular board meeting for the Monroe Fire Protection District will be held on March 9, 2021 at 6:00pm via Zoom

**ADJOURN**

Mrs. Sorensen called for a motion to adjourn.

Mr. Brown made a motion to adjourn at 7:51pm

Mr. Kruzan 2<sup>nd</sup>

Motion passed 5-0

Aye:

Nye:

DocuSigned by:  
*Vicky Sorensen*  
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Vicky Sorensen, Chairman

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Vicky Sorensen, Chairman

DocuSigned by:  
*Mark Kruzan*  
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Mark, Kruzan, Vice-Chairman

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Mark Kruzan, Vice-Chairman

DocuSigned by:  
*C. Ed Brown*  
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C. Ed Brown, Fiscal Officer

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C. Ed Brown, Fiscal Officer

DocuSigned by:  
*Christina Courtright*  
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Christina Courtright, Trustee

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Christina Courtright, Trustee

DocuSigned by:  
*Dan Vest*  
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Daniel Vest, Trustee

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Daniel Vest, Trustee



Copy furnished:

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

Mr. Brown, Fiscal Officer  
Mr. Mark Kruzan, Vice-Chairman  
Mr. Dillard, Fire Chief  
Mr. Ferguson, Legal Counsel  
Station No. 22, Bulletin Board  
Station No. 23, Bulletin Board  
Station No. 25, Bulletin Board  
Station No. 19, Bulletin Board