



Monroe Fire Protection District



Board of Trustees

Meeting Agenda

February 9th, 2022

Meeting held via ZOOM at 6:00 PM EST

Meeting Link: <https://us02web.zoom.us/j/2509924795>

Vicky Sorensen
Chair

Mark Krusan
Vice-Chair

C. Ed Brown
Fiscal Officer

Michael Baker
Board Trustee

Christina Courtright
Board Trustee

Kevin Robling
Board Trustee

Daniel Vest
Board Trustee

1. Call to Order and Roll Call

2. Changes or Amendments to Agenda

3. Public Comment

4. Approval of Minutes

5. Unfinished Business

- a. Financial – Risk Management Policy Review

6. Department Updates

- a. Legal Counsel – Christine Bartlett
- b. Statistics – Deputy Chief, Matt Bright
- c. Special Operations and EMS – Deputy Chief, Matt Bright
- d. Operations – Deputy Chief, George Cornwell
- e. Training – Training Chief, J.J. McWhorter
- f. Community Risk Reduction – Deputy Chief, Steve Coover
- g. Financial – Financial A.A., Lorie Robinson
- h. Administrative – Chief, Dustin Dillard

7. New Business

- a. *Financial – Claims*
- b. *Financial – Statement*
- c. *Financial - Hartman & Williams Letter of Engagement for GAAP Report*
- d. *Bylaws Amendment – Number of Board seats*
- e. *Equipment - MSA LUNAR Units*

8. Next Meeting Scheduled: March 9, 2022 @ Station 23, 8019 S. Rockport Road or via Zoom if the Emergency Order is still in effect

9. Adjourn



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 5:59 p.m. EST Wednesday, January 12, 2022 via a Zoom meeting due to the COVID-19 pandemic. 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.

Chair Sorensen introduced our new board members, Michael Baker, Washington Township and Kevin Robling, Benton Township.

Mrs. Bovenschen 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, 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
- Matt Bright, Deputy Chief, EMS
- Steve Coover, Deputy Chief, Community Risk Reduction
- Joel Bomgardner, Assistant Chief, Administration
- Christine Bartlett, Attorney, Ferguson Law
- Tammy Bovenschen, Administrative Assistant
- Lorie Robinson, Financial Assistant
- Darrell Cooper, IT Specialist
- Shane Chapman, Lieutenant, Station 29, Union President
- Tess Hazel, Chauffer, Station 21
- Jane Dole, Citizen (joined 7:13pm)

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. Mrs. Bartlett suggested to the board that due to the increase in the number of board members, it would be best at this time to start doing a roll call vote. Mrs. Bovenschen will begin doing roll call votes.

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. Mrs. Bovenschen read the procedure for public comment. There was no public comment.

ELECTION OF OFFICERS

Mark Kruzan nominated Vicky Sorensen to serve as chair for the district board for the 2022 year.

Trustee Robling 2nd

Roll Call vote was taken.

Yeas: Kruzan, Baker, Vest, Courtright, Robling, Brown, and Sorensen

Vicky Sorensen will serve as Chair for 2022.

Motion passed 7-0

Ed Brown nominated Mark Kruzan to serve as Vice-Chair for the 2022 calendar year.

Trustee Robling 2nd

Roll Call vote was taken.

Yeas: Sorensen, Brown, Courtright, Vest, Baker, Robling, Kruzan

Mark Kruzan will serve as Vice-Chair for 2022.

Motion passed 7-0

Vice-Chair Kruzan nominated Ed Brown to serve as Fiscal Officer for the 2022 calendar year.

Trustee Robling 2nd

Roll Call vote was taken:

Yeas: Sorensen, Kruzan, Baker, Courtright, Robling, Vest, Brown

Ed Brown will serve as Fiscal Officer for 2022.

Motion passed 7-0

MINUTES OF PREVIOUS MEETING

Minutes from the December 8, 2021 regular meeting, were presented to the board for approval. Chair Sorensen asked if there were any questions or comments concerning the minutes. Seeing none, Chair Sorensen called for a motion to approve the minutes.

Vice-Chair Kruzan made a motion to approve the minutes of December 8, 2021 regular session as presented.

Fiscal Officer Brown 2nd

Roll Call vote was taken:

Yeas: Sorensen, Kruzan, Brown, Baker, Courtright, Vest

Abstain: Robling

Motion passed 6-1

UNFINISHED BUSINESS

Chair Sorensen asked if there was any unfinished business. There was no unfinished business.

Department Update

a. Legal Updates

Mrs. Bartlett informed the board that the Governor extended the State of Public Health Emergency until January 31, 2022. The Governor can extend the order for 30 days at a time. Due to the extended time, we can continue to meet via Zoom for the month of December.

Mrs. Bartlett stated that she has been watching the OSHA ETS vaccine mandate, where employers must either put in place a vaccine or test rule, has now been heard by the Supreme Court. Governor Holcomb has stated that Indiana will trail behind in enforcement by about 30 days depending on the Supreme Courts decision.

Mrs. Bartlett stated they have continued working with Benton Township on transferring the property.

b. Statistics

	<u>December 2021</u>
TOTAL Emergency Calls	366
Fire Calls	18
Over Pressure Rupture, Explosion, Overheat	0
EMS Calls	243
Hazardous Conditions	13
Service Calls	42
Good Intent Calls	27
False Alarms	22
Severe Weather	1
Special Incidents	0
Incidents by Township	297
Bloomington	34
Clear Creek	39
Indian Creek	7
Perry	68
Van Buren	149
Incidents – Contracted Townships	55
Benton	22
Polk	2
Salt Creek	16
Washington	15

Incidents by Aid Given	14
Bean Blossom	0
Bloomington City	4
Ellettsville	4
Richland Township (EFD)	3
Greene County	2
Lawrence County	1
Brown County	0

Average Response (dispatch to arrival on scene) 7 min 52 sec

Average Turnout (dispatch to enroute) 1 min 07 sec

Average Time on Scene 29 min 24 sec

SOR (Statements of Refusal) signed: 3

Deputy Chief Bright stated that he will have a 2021 year-end report for the board next month.

Chair Sorensen asked Deputy Chief Bright to explain the difference between response time and the turnout time. Vice-Chair Kruzan asked Deputy Chief to explain the percentages of EMS runs and fire suppression runs. Deputy Chief Bright explained that for the year we will still be about 75% of our calls are medically related calls. During December dispatch began a new run type, FService Calls, which are essentially lift assistance calls. Prior to that call type it would have been listed in the EMS calls category.

Chair Sorensen asked what the severe weather was for the month of December. Deputy Chief Bright stated it was more than likely a wind related call.

c. Emergency Medical Services – Special Operations

Deputy Chief Bright updated the board:

- We currently have 9 personnel in various stages of quarantine for potential or confirmed cases of COVID.
- Continuing to work with dispatch, we are reporting any deficiencies.
- Physicals were completed in December for all personnel. We have had positive feedback from personnel concerning the new provider.
- Thank you to FF Kole Jones for his help with the overhaul of our apparatus checking procedures. FF Jones along with Battalion Chief Allen and the entire red shift at station 29 helped with this.
- Currently working to gather all 2021 statistics for the district and will report back in February with those numbers.
- We are continuing to investigate EMS options including ambulances and medical direction.

- We will continue to work with dispatch to get our closest and proper units attached to calls. We are re-examining dispatching zones and re-evaluating response packages.

Deputy Chief Bright thanked the District for their support during the passing of his mother. He wanted the Board to know that the support he received from the staff was noticed by his father, wife and others. We truly work with a great group of compassionate individuals and he wanted the board to know.

Trustee Baker asked about the dispatch issues and if that was due to the district growing or was this a software issue the district is using. Deputy Chief Bright explained that it would not be a district software issue, that dispatch has their own software program that has caused some issues. It is partially related to both. Vice-Chair Kruzan asked Deputy Chief Bright to discuss the biggest issues with dispatch currently. Deputy Chief Bright stated that getting the closest appropriate resource dispatched to the call is the biggest issue currently. Vice-Chair Kruzan stated that there were some specific instances over the year, and he would like to see a summary of those issues in a report with proposed suggested solutions. Deputy Chief Bright will try to have that at the next monthly meeting. Chair Sorensen stated that it would be helpful for the board so that if they are asked by the public they have some answers to give.

d. Operations

Deputy Chief Cornwell went over the history of how the district become what we are today. Deputy Chief Cornwell thanked Battalion Chief Gillespie for putting the slide presentation together. Vice-Chair Kruzan asked for this to be put on our website.

e. Training

Chief Dillard gave the training report.

- During the month of December, 2,099 hours of training was completed. 1,516 of those hours were by full-time firefighters.
- Wrapped up 2021 training requirements including leaks & spills training for HazMat technicians and operations personnel.
- Working to get feedback from our basement fire training.
- Working on hose line advancement utilizing a custom-built obstacle course
- We have the first quarter of 2022 training calendar built with flexibility regarding the ongoing COVID-19 pandemic.
- In 2022 we will be offering state courses including all four Driver/Operator modules, Rope Rescue Operations and HazMat Technician.

f. Community Risk

Deputy Chief Coover updated the board on ongoing events.

- Investigating incendiary fire on East SR 45 with the assistance of the Indiana State Fire Marshal's office, and continued investigation on Brummets Creek Road.
- Still working with INDOT on the gate at Burch Road which will require a transfer of responsibility form INDOT to County Highway.
- Working with the Monroe County Planning department on permitting and inspections of Event Barns after a recent complaint.
- Working with Area 10 Agency for assistance to seniors regarding an adult with homecare needs. We helped to expedite them with getting a remote control for a hospital bed.
- Continue to work with MCCSC concerning anti-bully program.
- Continuing to work with IVY Tech on the planning for an MFPD paramedic course.
- Working with Solid Waste on citizen complaints. We are assisting with legal action.
- Continued working with Deputy Chief Bright on the dispatching issues.
- Preplans and inspections were all completed.
- Update on a case where we assisted an individual whose had no income, no health insurance and whose building we condemned. With our partnership with Adult Services of Monroe County, the 77-year-old individual now receives \$580 in social security income each month, has Medicare/Medicaid insurance and is housed in assisted living on Pete Ellis.
- Assisted Monroe County Health to deliver vaccinations at Bee Hive Nursing Home.
- We participated in the Stuff A Bus campaign with Monroe County Protective Services
- Santa Parades were conducted through various neighborhoods in December.
- For the 2021 Year:
 - 134 Presentations/public education/public service events
 - 614.81666 hours of participation
 - 11,132 Children were reached through events
 - 10,000 Adults were reached through events
 - 10,603 Senior Adults were reached through events.
 - Total of 31,735 Prevention Contacts for the 2021 year
- Screening of 2 youths who have misused fire as a partnership with MCCSC
- We will be initiating request file for Limited Access Right-of-Way (LARW) I69 North for Station 26

- Working with the State Fire Marshall on the investigation from East SR 45 with lab results.
- Working with Area 10 partnership for assistance to seniors.
- Continued development of Peer Support policies and procedures
- Hoosier Defender program has been postponed until March of 2023
- Would like to get SafeHaven boxes installed at the fire stations in 2022
- Working to the get a fire prevention ordinance in place in 2022.
- Monroe County does not have a residential inspection requirement for private residential rentals. We will be pursuing getting this in place.

Chair Sorensen and Vice-Chair Kruzan both stated that they appreciate the efforts of each member for their detailed reporting.

g. Financial Report

Financial Administrative Assistant Robinson informed the board we received our first reimbursement in the amount of \$40,893.03 for COVID-19 pandemic related expenses incurred in 2020 from the FEMA request for public assistance. We were denied approximately \$9,000 of our initial request. Mrs. Robinson will be working on project 2, 2021 related expenses during the first quarter of 2022.

h. Administrative Report

Chief Dillard went over current activities, accomplishments and planned activities:

- Welcome to the new board members from Benton and Washington Township.
- We are updating the payrolls and related matters to reflect the 2022 Salary Ordinance.
- We are preparing to comply with any OSHA requirements related to COVID. Chief Dillard believes we will go above and beyond what OSHA may require.
- 2021 Financials have been closed.
- We have completed the employee enrollment in the health, dental and vision insurance plans. There were a few hiccups using the new software program, however this should not happen again as members are now more familiar with the program. Thankfully Mrs. Bovenschen caught the minor errors and had those corrected for each member.
- We plan to have a meeting with members from the Union, Volunteers, Auxiliary, Public Information Officer and Administration to schedule events in 2022 that have been cancelled the last few years. We want to bring back the events that each department had prior to the merger.

Vice-Chair Kruzan asked if an ISO update would be coming in February. Chief Dillard stated that yes, he plans to update in February due to the fact that it takes effect in February. We have information put together and we will provide the

information to the board in the next few weeks. We will have information on social media beginning in February.

Vice-Chair Kruzan asked if we had any issues with the OSHA mandate. Chief Dillard stated that we have secured test for our members, should we need to start testing employees.

NEW BUSINESS

a. Financial - Claims

Financial Administrative Assistant presented claims signed December 9, December 16, December 20, December 28, December 30 and December 31, 2021.

Payroll: Included the semi-monthly payrolls for December 2021.

Fiscal Officer Brown moved approval of claims for December as presented.

Trustee Robling 2nd

Role Call vote was taken:

Yeas: Baker, Courtright, Robling, Vest, Kruzan, Brown, Sorensen

Motion passed 7-0

b. Financial - Statement

Financial Administrative Assistant Mrs. Robinson stated that the Certified Financial Statement for December 31, 2021 is presented for your approval. Mrs. Robinson explained that we came in for the year spending 93% of our budget this year. She thanked the employees and administration for tightening our belts for the year. Mrs. Robinson also explained the SAFER (Staffing Adequately for Fire and Emergency Responders) Grants we currently have.

Trustee Robling made a motion to approve the certified financial statement as presented for December 31, 2021.

Vice-Chair Kruzan 2nd

Role Call vote was taken:

Yeas: Sorensen, Kruzan, Brown, Baker, Courtright, Robling, Vest

Motion passed 7-0

c. Financial - Encumbrances

Financial Administrative Assistant Robinson explained to the board a list of encumbrances needed from the 2021 budget. These items were all approved for purchase by the board, however with the supply chain deficiencies, we have not yet received these items. She would like to encumber the 2021 funds that were to be used for these purchases:

- Two vehicles ordered from Ford - \$79,718.50
- Life extension of SCBA bottles - \$9,000.00
- Gear and Personal Protective Equipment - \$9,174.14

Trustee Robling made a motion to approve the Encumbrances as presented.
Vice-Chair Kruzan 2nd
Roll Call Vote was taken:
Yeas: Sorensen, Kruzan, Brown, Baker, Courtright, Robling, Vest
Motion passed 7-0

Vice-Chair Kruzan asked if the VISA card earned reward points. Mrs. Robinson will investigate and report to the board.

d. Risk Management Policy Review

Administrative Financial Assistant Mrs. Robinson explained the background of the Risk Management Policy. She has asked the board to review the policy as we will once per year. She would like to lower the threshold from \$75,000 to possibly by \$25,000 which will include our smaller vehicles on the fixed asset report. Trustee Robling asked if there was an industry standard on the threshold amount. Fiscal Officer Brown stated a lot of effort was made by all in putting together the GAAP report and that we should consider a two-tier approach assigning value to larger apparatus and less expensive vehicles.

NEXT MEETING

Chair Sorensen stated that the next meeting will be February 9, 2022, currently set for in person at Station 21, located at 9094 S. Strain Ridge Road, Bloomington, IN 47401. However, we may move to a Zoom meeting based on the Governor's Emergency orders.

ADJOURN

Chair Sorensen called for a motion to adjourn.
Fiscal Officer Brown made a motion to adjourn at 7:20pm
Motion passed 7-0

Dated: January 12, 2022

Aye:

Nye:

Vicky Sorensen, Chair

Vicky Sorensen, Chair

Mark, Kruzan, Vice-Chair

Mark Kruzan, Vice-Chair

C. Ed Brown, Fiscal Officer

C. Ed Brown, Fiscal Officer

Michael Baker, Trustee

Michael Baker, Trustee

Continued

Dated: January 12, 2022

Aye:

Christina Courtright, Trustee

Kevin Robling, Trustee

Dan Vest, Trustee

Nye:

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

MONROE FIRE PROTECTION DISTRICT
Monroe County, Indiana
Risk Management Policy

I. PURPOSE

This Risk Management Policy will become effective on this 12th day of May, 2020. The purpose of this policy is to facilitate the preparation of financial statements in conformity with generally accepted accounting principles. Additionally, as part of our system of checks and balances, this policy will contribute to helping Monroe Fire Protection District ("MFD") achieve its objectives of transparency, fiscal responsibility and accountability, and continually striving for public trust and confidence.

II. CAPITAL ASSETS:

- Real and personal property owned by MFD.
- Have useful lives extending beyond a single reporting period (one year).
- Are depreciated using the straight-line method with no allowance for salvage value.
- Have nine (9) classifications described by SBOA.

A. CLASSIFICATIONS:

1. **Land.** All land, including right of ways, is capitalized at the time of acquisition regardless of historical costs or fair value, if donated. Land records must include the following information:
 - Location;
 - Acreage;
 - Acquisition date; and
 - Purchase price. (If purchase price is not available the assessed, appraised, or fair market value may be used.)
2. **General Infrastructure.** Examples of infrastructure include: roads, bridges, tunnels, drainage systems, storm water systems, dams, or lighting systems. General Infrastructure records must include the following information:
 - Description;
 - Location; and
 - Cost.
3. **Buildings.** Building records must include the following information:
 - Location;
 - Purchase price; or Construction cost and cost of improvements; or
 - If building is a gift, the appraised value at time of acquisition.
4. **Improvements Other Than Buildings.** This category is defined as permanent improvements, other than buildings, that add value to land. Examples include: fences, retaining walls, sidewalks, gutters, and parking lots. Records of Improvements Other Than Buildings must include:
 - Location;

- Cost; or Acquisition value.
5. **Machinery and Equipment.** Defined as tangible property of a permanent nature, (other than land, buildings, improvements, and vehicles) having a useful life of more than one (1) year. Examples include: machinery, software, commercial kitchen equipment, medical equipment, metal detectors, etc.
 - **Per unit** cost must be equal, or more than the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
 - Purchase cost must be included.
 6. **Vehicles.** This category includes automobiles, light trucks, heavy trucks, fire engines & apparatus, and boats, having a useful life of more than one (1) year. Records must include:
 - Purchase cost; or
 - If the vehicle is a gift, fair market value at time of acquisition.
 7. **Construction in Progress.** Construction in Progress is defined as construction work that has begun but has not been completed in the current reporting fiscal year.
 - Will be reported at the rate of the total project estimate.
 - Upon completion of the project, this asset must be moved into the proper category, and any necessary adjustment to project cost will be made at this time.
 8. **Books and Other.** This category may include a collection of books, periodicals, archives, CD's, etc. This section can also be used for any other types of assets not listed.
 9. **Federal Items Purchased through a Federal Grant.** All items purchased with federal grant money must be reported as a capital asset if the item meets or exceeds the statutory threshold of Five Thousand Dollars (\$5,000.00). Items purchased with federal grant money will be categorized separately from other like items that were not purchased with federal grant money.

B. CAPITALIZATION THRESHOLDS

Capital Assets must be included in the list if they have an original purchase cost or value equal to or greater than the amount below. Assets will remain on the capital asset list and part of the property record until they are retired, disposed of, sold, or traded in, regardless of the depreciated value.

The capitalization threshold for the following classes of assets shall be:

1. Land	\$ 0.00
2. General Infrastructure	\$ 0.00
3. Buildings	\$ 0.00
4. Improvements other than Buildings	\$ 10,000.00
5. Machinery and Equipment	\$ 5,000.00
6. Vehicles	\$ 75,000.00
7. Construction in Progress	\$ 50,000.00
8. Books and Other	\$ 20,000.00
9. Federal Items Purchased through a Federal Grant	\$ 5,000.00

C. IMPROVEMENTS TO BUILDINGS AND GENERAL INFRASTRUCTURE

To increase the value of buildings or infrastructure assets, improvements must do one (1) of the following:

1. **Increase capacity** – Increases the level of service provided by the asset. Examples include: an addition to a building providing increased square footage, hence, the capacity is increased and the capital outlay is capitalized;
2. **Increase efficiency** – Increased efficiency changes the level of service or output without increasing the size of an asset; or level of service is maintained but at a lower cost; and/or
3. **Extend the asset's estimated useful life beyond the original expectation** – extending the useful beyond the original expectation involves a significant alteration, structural change, or improvement.

While substantial repairs and renovations will be reviewed for potential capitalization, it is anticipated that most will be expensed in the current year. These expenses often merely restore the asset to the original service potential but do not necessarily improve the asset.

D. HISTORICAL COST OR ESTIMATED HISTORICAL COSTS

1. **PROSPECTIVE (likely to happen at a future date) REPORTING.** These services generally relate to the development of, presentation of, and reporting on prospective financial information, and provide either a report to a regulator, or a report to other parties prepared under the regulations provided by the regulator.

Capital assets are recorded at historical cost which includes any extra charges necessary to place the asset into its intended location, and condition for use. Cost of form, fit, and function should be considered. For example:

- Freight and transportation charges for machinery;
- Site preparation costs and professional fees for a building;
- Engineering costs (internal and external) including related preliminary project and environmental studies for a road;
- Project estimating, design, and planning (drawings and specifications);
- Construction engineering, construction management, construction inspection and project payment; and,
- Donated capital assets are recorded at their estimated fair value at the time of acquisition.

2. RETROACTIVE REPORTING AT TRANSITION OF GASB STATEMENT NO 34

When actual historical cost source data is unavailable, estimate cost using:

- Historical Cost (purchase or construction cost);
- A 'Going Price' at the time of acquisition; or
- A Consumer Price Index calculation. To estimate the cost of an asset item using a Consumer Price Index calculation (including Consumer Price Index and Federal Highway Price Trends), the estimator must first find the cost of the asset as if it were new today. The estimator would then find the corresponding estimated date of acquisition/construction on the appropriate schedule which will 'deflate' the replacement cost to an estimated historical cost. The Table of Cost Indexes schedule may be found in the State Board of Accounts (SBOA) County Bulletin from June 2018 (vol. 409, pg. 7) <https://www.in.gov/sboa/files/2018%20June.pdf>

E. ESTIMATED USEFUL LIVES OF DEPRECIABLE ASSETS

Capital Assets (defined):

- Have estimated useful lives extending beyond a single reporting period (one year); and
- Are depreciated using the straight-line method with no allowance for salvage value.

The estimated useful life values were developed with the input of knowledgeable staff and reflect our government's experience with these assets:

• Land and Improvements to Land	non-depreciable
• Buildings and Building Improvements	50 years
• Machinery and Equipment	5 years
• Vehicles:	
- Autos	5 years
- Light Trucks	8 years
- Heavy Trucks	20 years
• General Infrastructure:	
- Roads	50 years
- Bridges	75 years
• Outdoor Lighting	10 years
• Software	5 years

F. DEPRECIATION METHOD/CONVENTION

Depreciation will be calculated using the straight-line method and full-year convention. No salvage value or residual value will be recognized.

G. RESPONSIBILITY FOR PROPERTY RECORD MAINTENANCE

The MFD Fire Chief, or designee, will ensure reporting for capital assets is exercised by establishing a fixed capital asset inventory, initially and at a minimum, annually. The MFD Fire Chief, or designee, will further ensure the capital asset report will be updated annually to reflect:

- Improvements;
- Additions;
- Retirements;
- Transfer between departments;
- Annual capital asset balance for financial reporting purposes; and
- Annual and accumulated depreciation calculations and net book value amounts.

The individual Station utilizing physical property owned by MFD has the expressed responsibility to maintain day-to-day stewardship of the property.

All Stations have the responsibility to report capital asset improvements, additions, retirements, and transfers in detail to the MFD Fire Chief, or designee. Transfers and retirements of assets at or above the threshold are to be reported by the Stations to the MFD Fire Chief using the attached Asset and Inventory Retirement Form.

III. INVENTORY POLICY

A. INVENTORY (defined):

- Capital purchases (4000 line items) **not meeting the minimum capitalization criteria set forth in the Capital Asset** section of the Monroe Fire Protection District Risk Management Policy but that meet the criteria in the Inventory Policy are considered inventory items.
- Personal property owned by MFD.
- Physical items having useful lives extending beyond a single reporting period (one year).

B. CLASSIFICATIONS:

1. **Machinery, Furniture, and Equipment.** Defined as tangible property of a permanent nature, (other than land, buildings, improvements, and vehicles) having a useful life of more than one (1) year. Examples include: machinery, furniture, office equipment including but not limited to computers and data processing equipment, and desks, safes, cabinets, cellphones, etc.
 - Per unit cost must be equal, or more than the threshold listed for this category but less than the capitalization criteria.
 - Purchase cost must be included.
2. **Vehicles.** This category includes automobiles, light trucks, heavy trucks, busses, and boats, having a useful life of more than one (1) year. Records must include:
 - Purchase cost; or
 - If a gift, fair market value at time of acquisition.
3. **Books and Other.** This category may include a collection of books, periodicals, archives, CD's, etc. This section can also be used for any other types of assets not listed.
4. **Federal Items Purchased through a Federal Grant.** Any items purchased with federal grant money for \$5,000.00 or less must be maintained as inventory. Items purchased by Federal funds cannot be disposed of without the approval of the awarding agency UNLESS the item(s) was/were clearly stated as exempt within the award.

C. INVENTORY THRESHOLDS

Inventory items must be included on the inventory list if they have an original purchase cost or value equal or greater than the amount below. Inventory items will remain on the inventory list and part of the property record until they are retired, disposed of, sold, or traded in.

The threshold for the following classes of inventory items shall be:

1. Machinery, Furniture, and Equipment	\$ 1,000.00 – \$ 4,999.99
2. Vehicles	\$ 1,000.00 – \$ 74,999.99
3. Books and Other	\$ 1,000.00 – \$ 19,999.99
4. Federal Items Purchased through a Federal Grant (Not meeting the \$5,000.00 threshold for capital assets)	Less than – \$ 5,000.00

D. DEPARTMENT LEVEL RESPONSIBILITY FOR PROPERTY CONTROL

Capital assets that do not meet the capitalization criteria listed in this policy but warranting 'control' may meet the criteria of the Monroe Fire Protection District Inventory Policy. Should the item(s) in question not meet the threshold for *either* policy but still warrant control, the item(s) shall be inventoried and an appropriate list be maintained.

Assets below the capitalization threshold and not on the MFD inventory list but considered *sensitive* may include:

- Postage Stamps;
- Batteries;
- Electronic office equipment such as clocks, calculators, label makers;
- Currency counters, check scanners, credit card readers;
- Sports equipment;
- Clothing, Footwear; and
- Refrigerators, microwaves, water coolers.

Stewardship of these minimum but sensitive items is the express responsibility of the station utilizing these properties; however, the MFD Fire Chief, or designee, shall have the right to request copies of the inventory and/or updated inventory of controllable items so as to periodically review the information, and adherence to MFD policy where applicable.

E. RESPONSIBILITY FOR PROPERTY RECORD MAINTENANCE

MFD Fire Chief, or designee, will ensure tracking of inventory is exercised by using a spreadsheet or database inventory process, and will conduct a physical inventory. Post initial inventory, individual Stations will be required to submit a yearly inventory by December 15th, of each year. MFD will further ensure that its inventory spreadsheet or database will be updated annually to reflect:

- Improvements;
- Additions;
- Retirements; and
- Transfer between Stations.

The individual Stations utilizing physical property owned by MFD has the expressed responsibility to maintain day-to-day stewardship of the property.

IV. RETIREMENTS AND DISPOSAL OF INVENTORY (Sale, Disposal, Surplus, or Relocation)

A capital asset or inventory item may be considered for retirement for any of the following reasons (the list is not all inclusive):

- Obsolete;
- Lost or Stolen;
- Public Safety Hazard;
- No longer usable for intended purpose; and/or
- Item is changing location – item will remain a district asset but location change must be recorded.

When an item becomes obsolete or no longer usable for its intended purpose, the Station will follow the FIXED CAPITAL ASSET and INVENTORY ITEM RETIREMENT PROCEDURE including completing the Fixed Capital Asset and Inventory Item Retirement Form, obtaining the necessary approval and/or documentation **before facilitating sale, disposal, or relocation** of any MFD asset or inventory item. The Fixed Capital Asset and Inventory Retirement Procedure incorporates Indiana Code 5-22-22 into MFD's retirement procedure (link above); however, please review the statute or contact MFD's legal counsel with questions. This section of code is summarized as follows:

No item (Chair, Table, Vehicle, Desks, Bookcases, Tools, Appliances, Technical Equipment) may be disposed, destroyed or placed for surplus without the following:

- A. *Determination of item(s) value.*
 1. *If 1 item = \$1,000 or more; OR*
 2. *If more than one item total value = \$5,000 or more*
 - a. *MUST be sold at a public sale or by sealed bids and advertised as per IC 5-3-1*
- B. *IF VALUE is LESS than \$1,000 or combined value less than \$5,000*
 1. *Resolution required attesting to the "less than" value is required and then:*
 - a. *May be sold at public or private sale or transfer of property without advertising.*
- C. *If items value is less than the sale and cost to transport, the item is deemed worthless and may be destroyed/disposed.*

Retirements apply to all capital assets and inventory items including but not limited to: land, buildings, machinery and equipment, vehicles, and general infrastructure.

- When an asset is retired, for any reason, it is to be removed from the property record and the appropriate reduction will be made to reflect the retirement.

It is in MFD's best interest that an employee not take ownership of, or personally profit from the disposal of an inventory or asset item. Therefore, no employee has singular authority to dispose of asset or inventory items without the proper approvals. It is also MFD's policy that employees are prohibited from purchasing MFD inventory or asset items that are disposed, unless public auction is held.

***Please see the Fixed Capital Asset and Inventory Item Retirement Procedure for further information on the retirement and surplus or sale of property process, and complete the accompanying form necessary for retirement of MFD assets or inventory items.**

LOST OR STOLEN CAPITAL ASSET OR INVENTORY ITEM

Items must be reported to the MFD Fire Chief and the Board of Fire Trustees.

Actions will include:

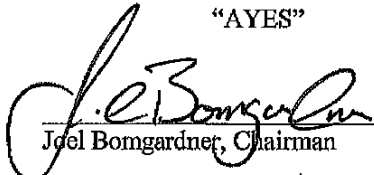
- Physical inventory of Station;
- Theft and Loss report;
- Removal of asset or inventory item from MFD's list; and,
- Possible report to law enforcement agency, determined by the Board of Fire Trustees and Legal Counsel.

Monroe Fire Protection District Risk Management Policy approved this 12th day of May, 2020, by the Board of Fire Trustees.

Monroe County Board of Fire Trustees

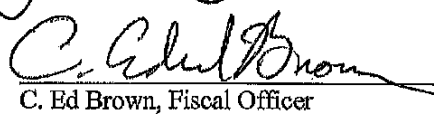
“AYES”

“NAYS”



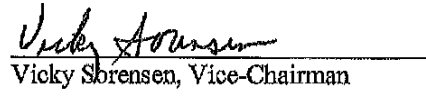
Joel Bomgardner, Chairman

Joel Bomgardner, Chairman



C. Ed Brown, Fiscal Officer

C. Ed Brown, Fiscal Officer



Vicky Sorensen, Vice-Chairman

Vicky Sorensen, Vice-Chairman

FIXED CAPITAL ASSET AND INVENTORY ITEM RETIREMENT PROCEDURE

IC 5-22-22

Chairs, Tables, Vehicles, Desks, Bookcases, Tools, Appliances, Technical Equipment

This policy is not all inclusive. It is expected the reader will read or contact Legal Counsel for assistance specific to IC 5-22-22.

- A. All items with a general life longer than one year and purchased by Monroe Fire Protection District (MFD) dollars are owned by MFD. (LIT, General, Cum Fire, etc.) However,
 1. Items purchased with a Federal Award **remain as property of the Federal Government**.
 - a. Must be inventoried;
 - b. Cannot be disposed of without approval of the awarding Agency;**
 - c. Unless item was exempt – Federal government elected to vest title to the MFD with no further obligation as clearly stated in the federal award.
- B. IF someone purchases an item for the office/station and is subsequently reimbursed for the purchase - the item becomes property of MFD.
- C. No item may be surplussed, sold or disposed without approval from the Board of Fire Trustees, and accompaniment of a Fixed Capital Asset and Inventory Retirement Form.
 1. Headquarters will retain in the Risk Management File, a record and photograph of all items that have been approved for retirement (surplus, sale, or disposal).
 2. The MFD Fire Chief, or designee, will retain an Asset List and will only remove items from the list and make appropriate adjustments after approval of retirement is received and demonstrated by a completed Fixed Capital Asset and Inventory Retirement Form.
 - a. MFD will hold surplus sale(s) if, and when the quantity of items warrants a sale.
- D. No item may be permanently relocated without completion of the Fixed Capital Asset and Inventory Retirement Form.
 1. Once the form has been completed, and submitted to the appropriate officer, the item may be moved to its new location.
 2. MFD will make the appropriate location change to the applicable asset list.
- E. No item (noted above) may be destroyed or placed for surplus without completion of the Fixed Capital Asset and Inventory Item Retirement Form which includes the following:
 1. Determination of item(s) value
 - a. If 1 item = \$1,000 or more, OR
 - b. If more than one item, total value = \$5,000 or more
 - i. **MUST be sold at a public sale or by sealed bids and advertised as per IC 5-3-1 et seq**
 2. IF VALUE is LESS than \$1,000 or combined value less than \$5,000
 - a. Resolution required attesting to the "less than" value is required and then:
 - i. May be sold at public or private sale or transfer of property without advertising.
 3. If items value is less than the sale and cost to transport, the item is deemed worthless and may be destroyed/disposed.
 - i. Requires written confirmation of items' value by the MFD Fire Chief.

Fixed Capital Asset and Inventory Retirement Form

STEP 1

Date: Click here to enter text.

Select one: Fixed Capital Asset (Item is reported to the State via Auditor's GAAP report)

Reason for Retirement of Item: Choose an item.

(Auditor: This represents a liability on the County balance sheet)

Inventory Item *(As identified by the Asset Number on the MFD Capital Asset Report)*

Reason for Surplus or Disposal? Choose an item.

If 'other' or 'relocated' were selected, please explain and/or list new proposed location address & reason:

Click here to enter text.

New Station #: Click here to enter text.

Asset/Inventory Item and Description: (i.e. table, chair, 1998 Ford Pickup Truck)

Click here to enter text.

Were Federal Funds used to purchase? YES NO

If yes, must attach 'Approval to Dispose' from the awarding agency OR Award notice stating item is exempt.

PRINT BEFORE SIGNING BELOW

Request Submitted by: _____

Title: _____

STEP 2

MFD Chief (Or Designee): Signature: _____ Date: _____

Original Reported Value: Click here to enter text. **Depreciated Value:** Click here to enter text.

STEP 3

Board of Fire Trustees

Item(s) declared Surplus at Public Meeting on: _____ and may be disposed of as per MFD Property Disposal and Surplus Procedure and IC 5-22-22 et seq.

Signature: _____

Date: _____



Monroe Fire Protection District



To: All Members
From: Chief Dillard
Date: December 10, 2021
Re: Asset Management and Inventory Tracking

Asset Management and Inventory Tracking

After several months data collection, Asset Management and Inventory Tracking software has been purchased. Asset Tiger is the web-based program that will be utilized to track all MFPD assets and inventory.

Assets will be tracked using a serial number, VIN, parcel number, barcode or any other form of identification applicable. The initial data entry and labeling will be completed by January 1, 2022. Maintaining the asset management/inventory tracking information will be the responsibility of the house captain and company officers of each individual fire station or other MFPD facility.

Training for individuals responsible for maintaining the inventory will take place at the beginning of 2022.



Dustin C. Dillard, Fire Chief



Monroe Fire Protection District

Statistical Summary



January 1 – 31, 2022

Incidents by Category:	Count:
Fires	18
Over Pressure Rupture, Explosion, Overheat	1
Emergency Medical Services – EMS	275
Hazardous Condition (no fire)	11
Service Calls	26
Good Intent Calls	23
False Alarms	29
Severe Weather	0
Special Incidents	1
Total	384

Incidents by District Townships:	Count:
Bloomington	30
Clear Creek	41
Benton	15
Indian Creek	9
Perry	85
Van Buren	139
Washington	25
Total	344

Incidents by Fire Protection Contracted Services Townships:	Count:
Polk	3
Salt Creek	18
Total	21

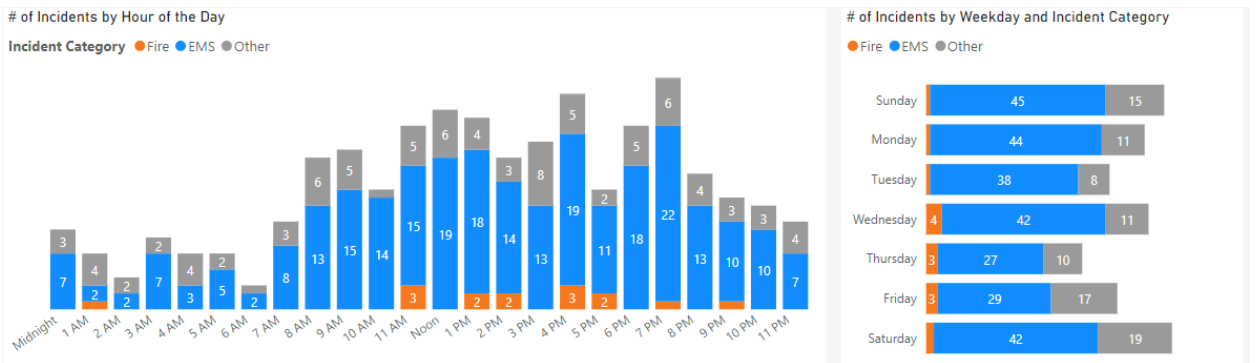
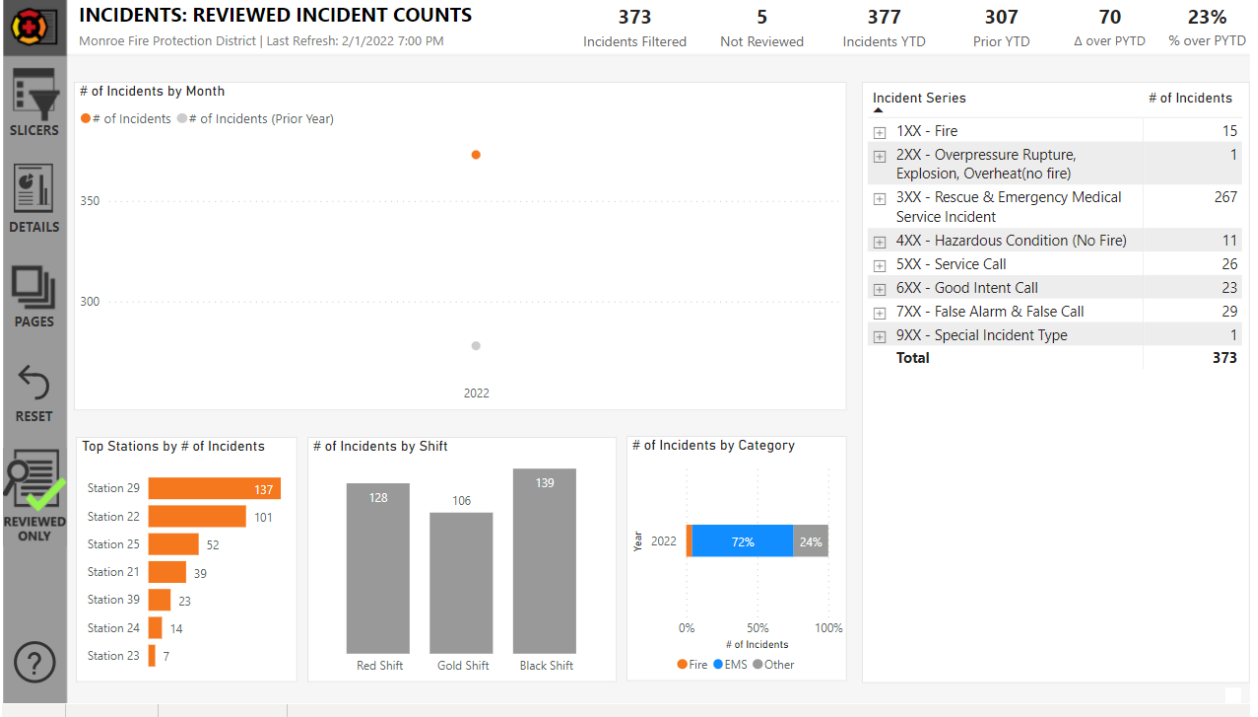
Incidents by Aid Given To:	Count:
Bean Blossom	1
Bloomington City	3
Ellettsville	5
Richland Township (EFD)	2
Green County	7
Lawrence County	1
Brown County	0
Owen County	0
Morgan County	0
Total	19

Average RESPONSE Time (Dispatch to Arrival)		
Station:	EMS:	FIRE:
Station 21	08:32	07:45
Station 22	08:22	09:40
Station 23	12:09	
Station 24	09:16	14:44
Station 25	09:57	11:51
Station 29	06:35	08:38
Station 39	08:34	08:25
Average for All Calls:		08:01

Average TURNOUT Time (Dispatch to Enroute)		
Station:	EMS:	FIRE:
Station 21	01:07	01:10
Station 22	01:13	01:40
Station 23	01:12	
Station 24	01:32	03:04
Station 25	01:15	01:48
Station 29	00:59	01:24
Station 39	02:25	01:09
Average for All Calls:		1:08

Average Time Spent On Scene
23:57

Number of Refusals Obtained by MFD Personnel: 3





Monroe Fire Protection District

2021 Statistical Summary



Incidents by Category:	Count:
Fires	207
Over Pressure Rupture, Explosion, Overheat	9
Emergency Medical Services – EMS	3105
Hazardous Condition (no fire)	150
Service Calls	129
Good Intent Calls	355
False Alarms	199
Severe Weather	2
Special Incidents	17
Total	4173

Incidents by District Townships:	Count: (4/1 - 12/31)
Bloomington	350
Clear Creek	388
Indian Creek	85
Perry	735
Van Buren	1030
Total	2588

Incidents by Fire Protection Contracted Services Townships:	Count: (4/1 - 12/31)
Benton	178
Polk	40
Salt Creek	158
Washington	137
Total	513

Geographical District	Count: (01/21 – 03/31/21)
District East	60
District North	85
District Northeast	64
District Northwest	54
District South	237
District Southeast	50
District Southwest	95
District West	248
Total	893

Incidents by Aid Given To:	Count:
Bean Blossom	13
Bloomington City	59
Ellettsville	27
Richland Township (EFD)	31
Green County	39
Lawrence County	7
Brown County	2
Owen County	1
Total	179

Responses by Station:	Count:
Station 21	447
Station 22	1211
Station 23	110
Station 24	231
Station 25	644
Station 29	1316
Station 39	214

Average RESPONSE Time (Dispatch to Arrival)		
Station:	EMS:	FIRE:
Station 21	09:15 / 07:22	11:50 / 09:00
Station 22	08:03 / 06:26	09:23 / 06:57
Station 23	06:55 / 06:32	13:08 / 11:13
Station 24	09:50 / 09:31	14:02 / 13:40
Station 25	10:03 / 08:05	11:47 / 09:28
Station 29	06:17 / 06:09	08:08 / 07:11
Station 39	05:37 / 05:25	08:03 / 06:39
Average for All Calls:		07:49

Times within respective district

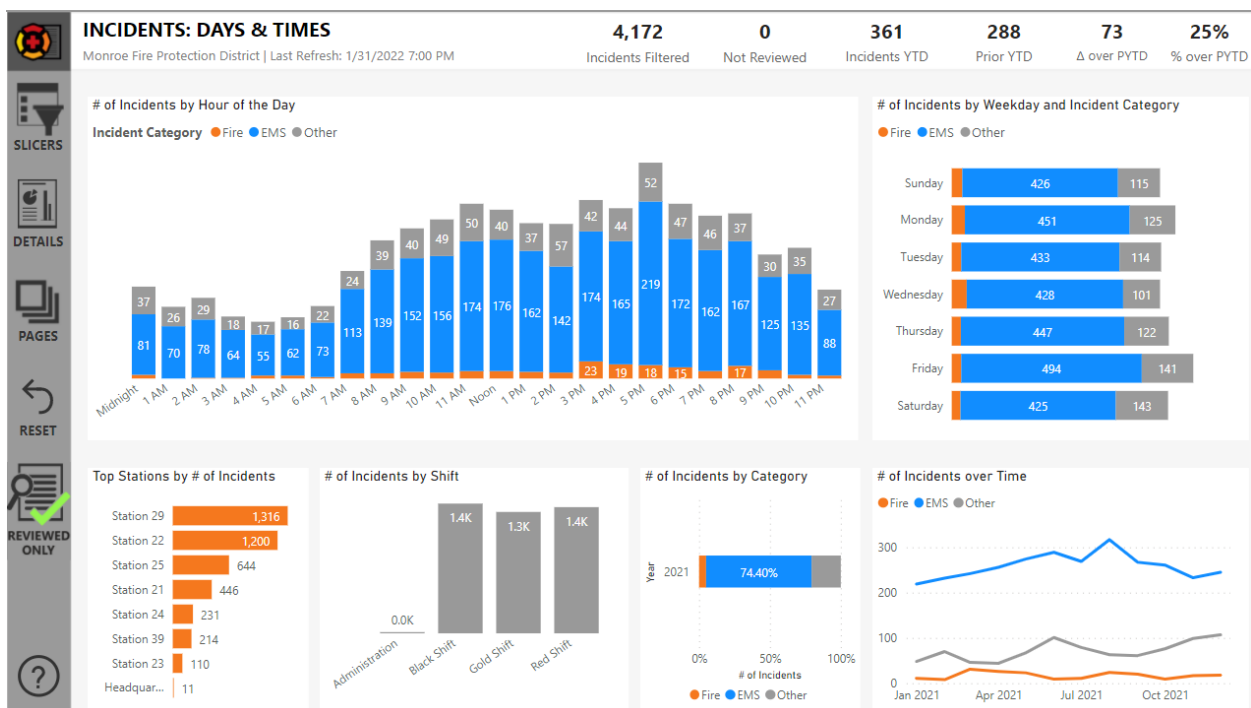
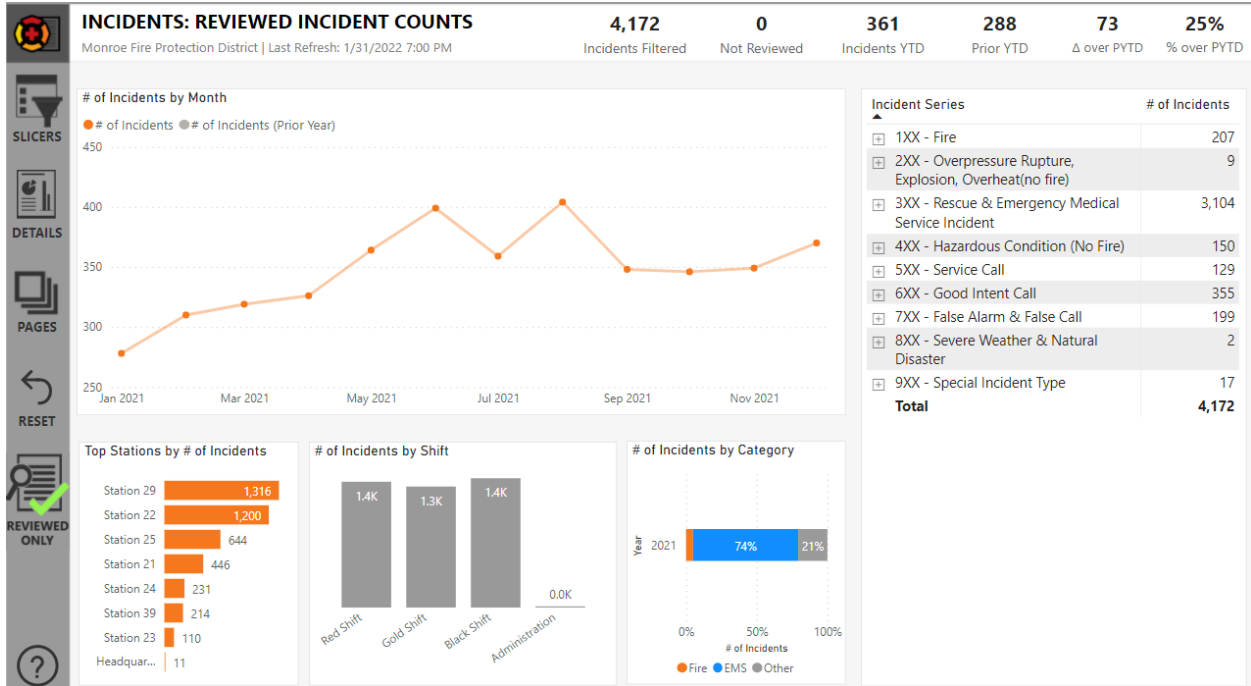
Average TURNOUT Time (Dispatch to Enroute)		
Station:	EMS:	FIRE:
Station 21	01:23	01:42
Station 22	01:11	01:43
Station 23	01:17	01:42
Station 24	01:32	02:03
Station 25	01:20	02:15
Station 29	00:57	01:13
Station 39	01:00	01:27
Average for All Calls:		1:05

Average Time Spent On Scene (all calls)
27:12

Total # FService Calls
73

EMS Time On Scene Prior to Ambulance Arrival (8/1 - 12/31)	
Average	6:33
Average High	32:18
Median	5:25

Number of Patient Refusals Obtained by MFD Personnel: 20



EMS / Special Operations

CURRENT SITUATION

COVID-19

Since November 1st of 2021:

- 31 total personnel tested positive
 - 22 since Christmas
 - 14 vaccinated or partially vaccinated
 - Members who have been on extended leave have been unvaccinated

Central Dispatch

- Have begun the process of changing back to closest stations

Medical

- IU Health bill... awaiting a list of service costs from occ health

ACCOMPLISHMENTS

Central Dispatch

- Completed a review of dispatch recommendations
- We have updated response recommendations for all zones
- Special address exceptions have been included in the system

Stats

- Completed compilation of District response statistics

PLANNED ACTIVITIES

Central Dispatch

- Continue working on changing over all zones to closest station(s)
 - Reduce number of dispatch zones if possible
 - Add special hazard zones where appropriate

Medical

- Meet with PSM to wrap up all of the 2021 physicals
- Investigate possible change of occupational services (Monroe Hospital, PSM)
- Investigate options for volunteer entry physicals

EMS

- Continue review of alternative protocols
- Continue investigation of ambulance options

Operation Monthly Report February 2022

Current Situation

Out of Service:

- Rescue 21 – pumps have been taken to Hoosier Fire in Greenfield, NO time frame as to when we will get them back.
- Engine 21 – Went to Sternberg's on 1-26-2022 for engine problems – no news as of today.
- Brush 21 – The pump on brush 21 is out of service, the truck can still be used if needed.
- Brush 22 – The pump on brush 22 is out of service, the truck can still be used if needed.

E-One Update:

- I have talked with Dave Thomas; the start date will be First part of February with a finish date of April / May.

Helmet Update:

- I have spoke with Steve Battles, we have been given delivery dates, they come and go, we get a new delivery date, and we are still waiting.

Rescue 22:

- Radio headsets have been ordered, they have come in, waiting on a date for installation

Command Ear Piece:

- We have ordered new mic's and ear pieces for the command staff, this will help with better understanding of communications while on scene.

Accomplishments

ATV'S:

- Plow's have been installed on ATV 21, ATV 29, & ATV 39
- Lights have been added for better lighting.
- A speed switch has been added to ATV 21, this will only allow the ATV to go at a max of 15 MPH, unless you have a key.

Starter Jump Packs:

- Have been delivered to the main Stations (21,22,25,29 & 39)

Planned Activities

Hose Packs:

- BC Gillespie continues to work on this project, after some further research, and a better understanding, he wants to make sure that we are putting out a program that will suit the department the best we can.

January Training

CURRENT SITUATION

-Ice rescue training

Crews have been training on basic ice rescue skills such as putting on the dry suits and practicing rope throws, this week they will be performing live evolutions on the ice

-Policy reviews

All crews have been reviewing our operating policies that were wrote last year to refresh themselves and to stay up to date

ACCOMPLISHMENTS

-Training hours

Full time personnel 2034.5 hours

Department wide 2834.5 hours

PLANNED ACTIVITIES

-We have a Battalion Chief attending a seminar on fire tactics

This is a week-long class in Florida put on by experienced Chiefs and leaders of larger departments

-We also have two Sergeants attending a technical ice rescue class

This class is being hosted by a department in Hustisford Wisconsin and will be able to share their experience with our personnel, moving forward the two Sergeants will be helping train the crews on the subject moving forward

-Winter Fire School

The Indiana Fire Instructors Association is hosting a Winter Fire School at the new Fire Academy in Plainfield this month. We currently have 8 personnel enrolled taking classes on large truck extrication, thermal imaging and decision making under fire

CRR Monthly Report February 2022

■ CURRENT SITUATION

- Investigating Incendiary Fire on East SR 45 with the assistance of the Indiana State Fire Marshal's office, continued investigation on Brummetts Creek
- INDOT
 - The permitting required for the Burch Road gate
 - Initiated potential to forgo County Involvement to expedite the process
- Area 10 partnership for assistance to Seniors regarding:
 - Additional help for 2 Elderly Citizens who potentially need home health care or Residential Care
 - One now has a case open for investigation
- Monroe County Health Department:
 - Continued planning and delivery of vaccinations
- MCCSC Anti-Bully
 - Preparing presentation for Meeting to be determined for implementing program
- IVY Tech
 - The MFPD Paramedic Course prerequisite classes have started
- Monroe County Solid Waste
 - Working in conjunction to remedy citizen complaints
 - Initiating legal action (we are an assisting agency)
 - This seems as if it is a duplicate from prior month however it is a new location and situation
- Youth Fire Prevention and Intervention
 - Providing program to 2 Youths involved in misusing an incendiary device
 - Program is 4 sessions of screening and education
- Follow up to new dispatching issues
 - Call types
 - Time lag of dispatching appropriate apparatus
 - Failure of dispatch to follow up on the responding ambulance

■ ACCOMPLISHMENTS

- Adult Services
 - Investigated the errors with the request for service by one of the elderly through the Guardian Medical Alarm company to update information.

CRR Monthly Report February 2022

- Monroe County Health Department:
 - Delivered Vaccinations Through the Homebound Hoosiers program
 - Vaccinations are to be completed every 2 weeks
- Fire Prevention activities
 - YFPI sessions completed

■ PLANNED ACTIVITIES

- INDOT
 - Initiate request file for Limited Access Right-Of-Way (LARW) I69 North for Station 26
 - Continue permit process for Birch Road Gate update
 - All contingent on the permitting process which involves several agencies
 - Will adjust permitting through Fire District to expedite process
- State Fire Marshal:
 - Continued Investigation from East SR 45 with lab results
- Monroe County Health Department
 - Continue the Homebound Hoosier Vaccination delivery
- Area 10 partnership for assistance to Seniors regarding:
 - Health care access
 - Care giver information and planning
 - Provided a referral to determine if there were services available
- Critical Incident Stress Management
 - Continued development of Peer Support policies and procedures
 - Extending response considerations for Department Chaplin to the scene of Suicides
- SafeHaven boxes at the Fire Stations
 - Chicago Tragedy/New Mexico
- Fire Prevention Ordinance
 - Finalize to address enforcement of District specific issues
 - New York/New York/Philadelphia
- Consider plans for residential inspection program
 - New York and Philadelphia

Administrative Monthly Report January 2022

■ CURRENT SITUATION

- In person meeting for 2022 special events cancelled due to COVID related issues. Various parties have submitted their event information and a draft master schedule has been distributed for review.
- Updating insurance information, including new cards in all apparatus
- Working with Root Advisers to complete the Annual Financial Report
- Annual Workers' Compensation Audit is underway
-

■ ACCOMPLISHMENTS

- 2022 Salary Ordinance Items have been updated
- COVID-19 Procedure updated to reflect some CDC changes
- Seven new volunteer applications received by Assistant Chief Bomgardner
- Fire Marshal Rusty Clark returned February 1st after extended time off to recover from surgery.
- Finally received credits due from Comcast for 2021 in the amount of \$1,518

■ PLANNED ACTIVITIES

- Continue recruiting volunteers
- Utilize three light-duty personnel to assist Lorie with a new asset management program with a goal to have all fixed assets with a value greater than \$5,000 tagged and verified by 2/28/2022
- GAAP report due to the County Auditor by 2/28/2022
- (30) SCBA cylinders being delivered Colorado and returned to service with a 15-year life extension
- Continue work on Federal Grant Reimbursement submissions

**Monroe Fire Protection District
Claims - Signed January 9, 2022**

Invoices Received 1/1/2022 - 1/8/2022

Date: Claim # Amount:
1/9/2022 1431 \$ 40,170.41

Payable To:
People's State Bank

Description
CUM Fund Rescue 11(22) Replacement - Loan Pmt

Total: \$ 40,170.41

NOTE:

0.00

DISTRICT 8 for Reimbursement -

=====
40,170.41

VOID

Monroe Fire Protection District
Claims - Signed January 10, 2022

Invoices Received 1/1/2022 - 1/9/2022

<u>Date:</u>	<u>Claim #</u>	<u>Amount:</u>	<u>Payable To:</u>	<u>Description</u>
1/10/2022	1432	\$ 64,437.78	People's State Bank	CUM Fund Engine 22 - Loan Pmt
1/10/2022	EFT	\$ 20,600.00	7710	Workers' Compensation - 1st Q
1/10/2022	EFT	\$ 462.38	AT&T	Telephone - Mobility & Tablets (4)
1/10/2022	EFT	\$ 26.94	Comcast Xfinity	Utilities - CATV St21
1/10/2022	EFT	\$ 17.98	Comcast Xfinity	Utilities - CATV St22
1/10/2022	EFT	\$ 158.45	Comcast Business	Telephone/Data - St22
1/10/2022	EFT	\$ 1,191.15	Gibson Teldata	Telephone/Data - Phoon System & Service
1/10/2022	7386	\$ 12,418.00	Aladtec	Contractual - Workforce Mgt System & Emerg Rep
1/10/2022	7387	\$ 20.00	Bell's Exhaust	Vehicle Mnt - 4" Clamp & Couple E29 GAAP
1/10/2022	7388	\$ 9.50	Bureau of Motor Vehicles	Legal Expense - Lifetime Sticker for UTV21
1/10/2022	7389	\$ 904.48	Cincinnati Life	Voluntary Cincinnati Life - Employee Payroll Deduction
1/10/2022	7390	\$ 166.38	Community Ford of Bloomington	Vehicle Mnt - Clamp ; Connection Air GAAP
1/10/2022	7391	\$ 32.09	Darrell Cooper	Computer Support - Phone Case for PIO
1/10/2022	7392	\$ 1,126.41	Hazmat Resource	Hazmat Mitigation Supplies - Starch Paper, Strips, Bio Powder
1/10/2022	7393	\$ 488.76	HB Warehouse	Operating - Knox Ice Melt; TB Cleaner GAAP
1/10/2022	7394	\$ 65.00	JB's Disposal Services	Utilities - St39
1/10/2022	7395	\$ 66.34	Kleindorfer Hardware	Operating - Coffee Filters; Vehicle Mnt - E23 Blots
1/10/2022	7396	\$ 493.80	Midwest Natural Gas	Utilities - St19, St39
1/10/2022	7397	\$ 417.01	Richards Small Engine	Equipment Repair - Br39 Pump GAAP
1/10/2022	7398	\$ 37.20	South Central Regional Sewer Dis	Utilities - St21
1/10/2022	7399	\$ 221.89	Southern Monroe Water Corp	Utilities - St21
1/10/2022	7400	\$ 165.52	Washington Twp Water	Utilities - St25
	Total:	\$ 103,527.06		
NOTE:		0.00	DISTRICT 8 for Reimbursement -	
		<u><u>103,527.06</u></u>		

VOID

Monroe Fire Protection District Claims - Signed January 14, 2022

Invoices Received 1/10/2022 - 1/13/2022

<u>Date:</u>	<u>Claim #</u>	<u>Amount:</u>	<u>Payable To:</u>	<u>Description</u>
1/14/2022	EFT	\$ 313.04	Cardmember Services - VISA	CUM Fund Equipment - Feld Fire Hooks (2)
1/14/2022	1433	\$ 1,497.50	Amazon Capital Services	CUM Fund Equipment - Plow Push Tube; Rep Batteries; UTV Blade St21
1/14/2022	1434	\$ 258.11	Uniform House	CUM Fund Misc - 5Pr Class B Pant GAAP
				Contractual - Google Suite; Operating - Sawall Blades; Comp Sup -Zoom, DropBox; Utilities - YouTube; Office Sup - Retiree Rec; Training-CFT(2); Travel-Flight to CFT(2); Donation Fund - Crew Meal after Plane Crash
1/14/2022	EFT	\$ 3,328.65	Cardmember Services - VISA	Voluntary AFLAC Insurance - Employee Deduction
1/14/2022	EFT	\$ 5,281.70	AFLAC	Utilities - St22
1/14/2022	EFT	\$ 550.31	Duke Energy	Utilities - Annex
1/14/2022	EFT	\$ 404.52	Duke Energy	Utilities - St29
1/14/2022	EFT	\$ 444.80	Centerpoint Energy	Utilities - St25
1/14/2022	EFT	\$ 784.01	Centerpoint Energy	Utilities - St26
1/14/2022	EFT	\$ 169.65	Centerpoint Energy	Telephone/Data - St39
1/14/2022	EFT	\$ 182.64	Comcast Business	Telephone/Data - St25
1/14/2022	EFT	\$ 218.45	Comcast Business	Utilities - St22
1/14/2022	EFT	\$ 13.32	Express Waste Removal	Utilities - St29
1/14/2022	EFT	\$ 82.55	Express Waste Removal	Utilities - St21
1/14/2022	EFT	\$ 72.00	Express Waste Removal	Utilities - St23
1/14/2022	EFT	\$ 60.00	Express Waste Removal	Utilities - Annex
1/14/2022	EFT	\$ 8.00	Express Waste Removal	Utilities - St21
1/14/2022	EFT	\$ 711.09	Centerpoint Energy	Utilities - St22
1/14/2022	EFT	\$ 269.53	Centerpoint Energy	Vehicle Repair - Forced Regen for Su25
1/14/2022	7401	\$ 100.00	Abram's Auto Repair	
1/14/2022	7402	\$ 3,360.20	Amazon Capital Services	Medical Services - Covid Tests (300); Drug Tests; Operating - Run Books, Frames, Batteries, Mighty Max; Vehicke Mnt - Micro Filter; Office - Chair Mats(2) COVID
1/14/2022	7403	\$ 195.14	Apparatus Service Corp	Equipment Repair - Burst Disc Repair; St22 GAAP
1/14/2022	7404	\$ 151.85	B-Tech	Contractual Services - Monthly WebServ St25 & Annex General Liability - Inland Marine, Package, Umbrella 1st Qtr; Accident & Health Annual for 2022
1/14/2022	7405	\$ 51,819.31	Capstone Insurance Group	Utilities - Annex, St22, St29
1/14/2022	7406	\$ 367.65	City of Bloomington Utilities	Building Services - Generator Check, Rep Battery
1/14/2022	7407	\$ 386.66	D&S Maintenance	Building Services - St19, St39, St29, St22, Annex, St21
1/14/2022	7408	\$ 300.00	Economy Termite & Pest	EMS Supplies - Jelly, Nasal airway, Megamover, Gloves COVID
1/14/2022	7409	\$ 244.02	Emergency Medical Products	Vehicle Mnt - DEF 55 Gal
1/14/2022	7410	\$ 160.45	HB Warehouse	Vehicle Repair - BD22 Mount and Bal 4 Tires + Oil Change
1/14/2022	7411	\$ 210.33	High Speed Tire	Operating - 6V Faston
1/14/2022	7412	\$ 25.20	Interstate All Battery	Vehicle Mnt - C2-2 MTZ-650 GAAP
1/14/2022	7413	\$ 244.00	Interstate Battery System of Blmgtm	Medical Services - Fit for Duty C Snedegar GAAP / COVID
1/14/2022	7414	\$ 88.00	IU Health Occ Services	DONATION Fund - Crew Meal for Accident Review + Annex
1/14/2022	7415	\$ 54.76	Joel Bomgardner	Vehicle Repair - Tow 1999 GMC Sierra from St25 to St21
1/14/2022	7416	\$ 161.00	Ken's Westside Service & Towing	Training - Meal Ticket at Fire Academy in MD
1/14/2022	7417	\$ 573.29	Matt Bright	Vehicle Mnt - Multiple Truck and Shop parts GAAP
1/14/2022	7418	\$ 108.91	NAPA Auto Parts	Vehicle Mnt - December Inv GAAP
1/14/2022	7419	\$ 1,774.70	O'Reilly Automotive	Office Supplies - Left Windoe Envelopes (1500)
1/14/2022	7420	\$ 158.00	Rainbow Printing	Utilities - St23, St19, St29, St39
1/14/2022	7421	\$ 1,627.09	REMC	Vehicle Repair - Rep Doser Pump T57 GAAP
1/14/2022	7422	\$ 2,387.26	Sternberg	Contractual Services - Training Software for 2022 ANNUAL
1/14/2022	7423	\$ 11,945.42	Target Solutions - Vector	Promotional - End of Inventory - Annex GAAP
1/14/2022	7424	\$ 943.00	Taylor Imprinted Sportswear	Contractual Services - Copier Printer @ St29
1/14/2022	7425	\$ 143.27	Toshiba Financial Services	Vehicle Mnt - E29 Sender Fuel Level 50/100
1/14/2022	7426	\$ 90.76	WS Darley	Accounting Services - District minus Benton
1/14/2022	7427	\$ 3,230.00	Root & Associates	Fuel - District minus Benton
1/14/2022	7428	\$ 7,577.34	WEX Bank	
	Total:	\$ 103,077.48		
NOTE:		0.00	DISTRICT 8 for Reimbursement -	
		<u>103,077.48</u>		

VOID

Monroe Fire Protection District
Claims - Signed January 31, 2022

Invoices Received 1/14/2022 - 1/30/2022

<u>Date:</u>	<u>Claim #</u>	<u>Amount:</u>	<u>Payable To:</u>	<u>Description</u>
1/31/2022	1435	\$ 856.55	Amazon Capital Services	CUM Fund Equipment - Server
1/31/2022	1436	\$ 320.00	B-Tech	CUM Fund Equipment - 10lb & 5lb Extinguishers
1/31/2022	1437	\$ 1,850.00	Don Vantimmeren	CUM Fund Equipment - Master Station, PTT Box(2), Headsets(5)
1/31/2022	EFT	\$ 17.96	Comcast Xfinity	Utilities - St19
1/31/2022	EFT	\$ 73.00	Duke Energy	Utilities - St25
1/31/2022	EFT	\$ 818.53	Duke Energy	Utilities - St25
1/31/2022	EFT	\$ 908.87	Duke Energy	Utilities - St21
1/31/2022	EFT	\$ 219.74	Comcast Business	Telephone / Data - St29
1/31/2022	EFT	\$ 281.30	Comcast Business	Telephone / Data - St24
1/31/2022	EFT	\$ 221.35	Comcast Business	Telephone / Data - Annex
1/31/2022	EFT	\$ 159.74	Comcast Business	Telephone / Data - St21
1/31/2022	EFT	\$ 158.45	Comcast Business	Telephone / Data - St23
1/31/2022	EFT	\$ 84,544.13	IU Health Plans	Health Insurance - Group Medical
				Medical Services - Covid Tests; Operating - Lite Box Switch Assy; Spartan DNQ
				Disinfectant (4gal); Pnuematic Air Gun for Spray Disinf; Coffee Filters;
				COVID
1/31/2022	7429	\$ 1,237.36	Amazon Capital Services	Health Insurance - Group Vision
1/31/2022	7430	\$ 1,309.74	Anthem	Vehicle Mnt - Speed Governor
1/31/2022	7431	\$ 45.91	Bobcat of Ellettsville	Voluntary Cincinnati Life - Employee Deductions
1/31/2022	7432	\$ 904.48	Cincinnati Life Ins	Building Services - St25 Ice Machine; St22 Upper Garage Furnace Pilot
1/31/2022	7433	\$ 385.50	Commercial Services	Equipment Tests - St22 Monthly Generator, Spark Plugs GAAP
1/31/2022	7434	\$ 139.18	D&S Maintenance	Legal Counsel & Fees - December, Benton, Spiker, Retention; Bkgrnd Chk
1/31/2022	7435	\$ 2,329.00	David Ferguson - Atty	Building Services - St23
1/31/2022	7436	\$ 50.00	Economy Termite & Pest Control	EMS Supplies - Nitrile Gloves, BP Cuff, Penlights COVID
1/31/2022	7437	\$ 665.59	Emergency Medical Products	Equipment Repair - St39 reprogram for Eastern & Center
1/31/2022	7438	\$ 107.50	ERS OCI Wireless	Contractual Services - Gold Package w Add-on ER Interface ANNUAL
1/31/2022	7439	\$ 13,145.00	ESO Firehouse Software	Vehicle Mnt - Valve Repair Kit
1/31/2022	7440	\$ 61.42	Fire Service Inc	Training - Ice Rescue Train the Trainer; Carpernter, Hoffman
1/31/2022	7441	\$ 1,500.00	First In Training	Contractual - MDTs & Tablets
1/31/2022	7442	\$ 1,961.70	FirstNet	Operating - Thermocouple Kit
1/31/2022	7443	\$ 20.00	Gooldy & Sons	Office Supply - Images
1/31/2022	7444	\$ 399.17	Gordon Flesch	Vehicle Mnt - Truck Wash (5gal) Pail Pump; Avistat Disinfectant
1/31/2022	7445	\$ 398.72	HB Warehouse	Vehicle Mnt - Rebuilt Battery + Core
1/31/2022	7446	\$ 194.00	Interstate All Battery Center	Medical Services - Fit For Duty Prather & Spired
1/31/2022	7447	\$ 176.00	IU Health Occ Serv	Vehicle Repair - 4L60E 5.3 199
1/31/2022	7448	\$ 2,018.00	Jasper Engines	Vehicle Repair - K Speedkey
1/31/2022	7449	\$ 363.64	Linton Cycle Sales	
1/31/2022	7450	\$ 608.46	Office Depot	Office Supply - Dry Erase Board, Stapler; Operating - Badge Ink & Run Books
1/31/2022	7451	\$ 6,307.44	Paramount Dental - Health Resources	Health Insurance - Group Dental
1/31/2022	7452	\$ 292.84	Pro Air Midwest	Equipment Repair - Outer & Small Door Shocks (Inv not sent) GAAP
1/31/2022	7453	\$ 1,470.50	Reliance Standard	Health Insurance - Group Critical Illness
1/31/2022	7454	\$ 361.25	Richard's Small Engine	Equipment Repair - Carb Rep St24 Generator on Br24; Br39 Pump; Chain Saw E22;
1/31/2022	7455	\$ 9,938.49	Standard Insurance	UTV 21
				Life Insurance - Group Life, AD&D, STD, LTD
	Total:	\$ 136,820.51		
NOTE:		0.00	DISTRICT 8 for Reimbursement -	
		<u>136,820.51</u>		
VOID				

Special Fire General - Fund 8603		2022 Beginning Budget	Adjusted Budget	Current Month Expenditures	YTD Expenditures	% Expended - Expected 8.3%
Personal Services						
8212	Fire Chief	\$ 82,400.00	\$ 82,400.00	\$ 6,766.66	\$ 6,766.66	8.21%
8213	Deputy Chief (4)	\$ 309,000.00	\$ 309,000.00	\$ 25,375.00	\$ 25,375.00	8.21%
8214	Assistant Chief (3)	\$ 216,300.00	\$ 216,300.00	\$ 17,762.52	\$ 17,762.52	8.21%
8215	Battalion Chief (6)	\$ 401,700.00	\$ 401,700.00	\$ 33,497.50	\$ 33,497.50	8.34%
8216	Fire Marshal	\$ 66,950.00	\$ 66,950.00	\$ 5,497.91	\$ 5,497.91	8.21%
8217	Mechanic	\$ 66,950.00	\$ 66,950.00	\$ 5,497.91	\$ 5,497.91	8.21%
8218	Training Captain	\$ 61,800.00	\$ 61,800.00	\$ 2,575.00	\$ 2,575.00	4.17%
8219	Firefighters Salary - PERF Fund	\$ 618,000.00	\$ 618,000.00	\$ 56,111.04	\$ 56,111.04	9.08%
8220	Firefighters Salary - 1977 Fund	\$ 3,460,800.00	\$ 3,460,800.00	\$ 286,569.76	\$ 286,569.76	8.28%
8221	Incentive Qualifications	\$ 218,000.00	\$ 218,000.00	\$ 4,229.05	\$ 4,229.05	1.94%
8222	Officer Pay	\$ 385,000.00	\$ 385,000.00	\$ 30,141.75	\$ 30,141.75	7.83%
8223	Longevity	\$ 135,300.00	\$ 135,300.00	\$ 9,925.00	\$ 9,925.00	7.34%
8224	Holiday Pay	\$ 30,000.00	\$ 30,000.00	\$ 8,053.98	\$ 8,053.98	26.85%
8226	Part-Time Employees	\$ 744,600.00	\$ 744,600.00	\$ 66,455.50	\$ 66,455.50	8.92%
8227	Substitute, Emergency, Overtime, Trng	\$ 500,000.00	\$ 500,000.00	\$ 37,614.39	\$ 37,614.39	7.52%
8228	Administrative Assistant (2)	\$ 130,000.00	\$ 130,000.00	\$ 9,933.32	\$ 9,933.32	7.64%
8229	IT Specialist	\$ 75,000.00	\$ 75,000.00	\$ 6,041.67	\$ 6,041.67	8.06%
8230	Trustee Compensation (5)	\$ 24,226.00	\$ 24,226.00	\$ -	\$ -	0.00%
8235	Uniform Allowance	\$ 141,000.00	\$ 141,000.00	\$ -	\$ -	0.00%
8240	Social Security	\$ 195,000.00	\$ 195,000.00	\$ 14,034.37	\$ 14,034.37	7.20%
8241	Medicare	\$ 110,000.00	\$ 110,000.00	\$ 8,656.95	\$ 8,656.95	7.87%
8242	Unemployment Insurance	\$ 25,000.00	\$ 25,000.00	\$ 1,329.66	\$ 1,329.66	5.32%
8243	Health Insurance	\$ 1,238,400.00	\$ 1,238,400.00	\$ 88,839.18	\$ 88,839.18	7.17%
8244	PERF 1977 Employer Contribution	\$ 1,122,702.00	\$ 1,122,702.00	\$ 60,800.91	\$ 60,800.91	5.42%
8245	Life Insurance	\$ 120,120.00	\$ 120,120.00	\$ 9,938.49	\$ 9,938.49	8.27%
8246	PERF Fund Employer Contribution	\$ 350,000.00	\$ 350,000.00	\$ 22,842.67	\$ 22,842.67	6.53%
8251	Volunteer Contract	\$ 75,000.00	\$ 75,000.00	\$ -	\$ -	0.00%
8252	Length of Service	\$ 30,000.00	\$ 30,000.00	\$ -	\$ -	0.00%
8253	Medical Services	\$ 95,000.00	\$ 95,000.00	\$ 4,017.24	\$ 4,017.24	4.23%
		\$ 11,028,248.00	\$ 11,028,248.00	\$ 822,507.43	\$ 822,507.43	7.46%

Supplies						
8300	Office Supplies	\$ 20,000.00	\$ 20,000.00	\$ 823.64	\$ 823.64	4.12%
8301	Operating Supplies	\$ 131,500.00	\$ 131,500.00	\$ 1,757.55	\$ 1,757.55	1.34%
8302	Vehicle Maintenance Supplies	\$ 100,000.00	\$ 100,000.00	\$ 3,305.51	\$ 3,305.51	3.31%
8303	Promotional Supplies	\$ 10,000.00	\$ 10,000.00	\$ 943.00	\$ 943.00	9.43%
8304	EMS Supplies	\$ 28,000.00	\$ 28,000.00	\$ 909.61	\$ 909.61	3.25%
8306	IVFA Dues	\$ 3,500.00	\$ 3,500.00	\$ -	\$ -	0.00%
8308	Fuel	\$ 115,000.00	\$ 115,000.00	\$ 7,577.34	\$ 7,577.34	6.59%
8311	Special Chemical Supplies	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	0.00%
8312	Fire Prevention Education Matierals	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	0.00%
8313	Inspection/Investigation Supplies	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	0.00%
8314	Hazardous Materials Mitigation	\$ 10,000.00	\$ 10,000.00	\$ 1,126.41	\$ 1,126.41	11.26%
		\$ 438,000.00	\$ 438,000.00	\$ 16,443.06	\$ 16,443.06	3.75%

Services & Charges						
8351	Seminars/Training	\$ 60,000.00	\$ 60,000.00	\$ 2,073.29	\$ 2,073.29	3.46%
8352	Legal Counsel & Expenses	\$ 60,000.00	\$ 60,000.00	\$ 2,338.50	\$ 2,338.50	3.90%
8353	Equipment Tests/Certifications	\$ 30,000.00	\$ 30,000.00	\$ 299.18	\$ 299.18	1.00%
8354	Computer Technical Support	\$ 50,000.00	\$ 50,000.00	\$ 32.09	\$ 32.09	0.06%
8355	Accounting Services	\$ 55,000.00	\$ 55,000.00	\$ 3,230.00	\$ 3,230.00	5.87%
8400	Telephone & Data Services	\$ 70,000.00	\$ 70,000.00	\$ 3,253.65	\$ 3,253.65	4.65%
8401	Contractual Services	\$ 50,000.00	\$ 50,000.00	\$ 39,765.24	\$ 39,765.24	79.53%
8402	Postage & fees	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	0.00%
8403	Travel Expenses	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	0.00%
8450	Legal Advertising	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	0.00%
8451	Printing	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	0.00%
8500	General Liability insurance	\$ 140,000.00	\$ 140,000.00	\$ 51,819.31	\$ 51,819.31	37.01%
8501	Worker's Compensation Insurance	\$ 140,000.00	\$ 140,000.00	\$ 20,600.00	\$ 20,600.00	14.71%
8550	Utilities	\$ 150,000.00	\$ 150,000.00	\$ 8,411.21	\$ 8,411.21	5.61%
8600	Building Services	\$ 50,000.00	\$ 50,000.00	\$ 1,122.16	\$ 1,122.16	2.24%
8605	Equipment & Vehicle Repairs	\$ 100,000.00	\$ 100,000.00	\$ 6,442.77	\$ 6,442.77	6.44%
		\$ 976,500.00	\$ 976,500.00	\$ 139,387.40	\$ 139,387.40	14.27%
Total Special Fire General		\$ 12,442,748.00	\$ 12,442,748.00	\$ 978,337.89	\$ 978,337.89	7.86%

Cash Balance \$ -

Special CUM Fire - Fund 8691		2022 Beginning Budget	Adjusted Budget	Current Month Expenditures	YTD Expenditures	% Expended
						8.30%
Capital Outlays						
8779	Small Vehicles	\$ 100,000.00	\$ 179,718.50	\$ -	\$ -	0.00%
8780	Misc, Equipment & Capital Outlays	\$ 150,000.00	\$ 159,000.00	\$ 5,095.20	\$ 5,095.20	3.40%
8781	Personal Protective Equipment (PPE)	\$ 110,000.00	\$ 119,157.14	\$ -	\$ -	0.00%
8782	Station 21 Mortgage	\$ 172,549.00	\$ 172,549.00	\$ -	\$ -	0.00%
8784	Building Renovations	\$ 138,087.00	\$ 138,087.00	\$ -	\$ -	0.00%
8785	Rescue 11 (22) Replacement	\$ 80,341.00	\$ 80,341.00	\$ 40,170.41	\$ 40,170.41	50.00%
8788	Engine 22	\$ 128,781.00	\$ 128,781.00	\$ 64,437.78	\$ 64,437.78	50.04%
8789	Quint 59	\$ 34,000.00	\$ 34,000.00	\$ -	\$ -	0.00%
		\$ 913,758.00	\$ 1,011,633.64	\$ 109,703.39	\$ 109,703.39	12.01%

Cash Balance \$ -

Hartman and Williams, L.L.C.

16 S. Franklin St.
Bloomfield, Indiana 47424
(O) 812-227-8075
(FAX) 812-227-8078

January 31, 2022

Mr. Dustin Dillard
MFPD Fire Chief
3953 S. Kennedy Drive
Bloomington, Indiana 47401

Monroe Fire Protection District Officials:

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will provide accounting services of converting the cash basis financial data provided by the Monroe Fire Protection District to statements adhering to Generally Accepted Accounting Principles (GAAP). This engagement would cover the financial statements for the year 2021. We will not audit any statements or annual report (State Board of Accounts provides these services). Our services will be limited to providing assistance in completing the above stated tasks. Any other requested services can be discussed but will be outside the scope of this agreement.

Our fees for this engagement would not be contingent on the results of our services. Rather, our fees for this engagement would be based on our standard hourly rates of:

Staff Assistant	\$ 75.00/Hour
Staff Accountant	\$110.00/Hour
Manager	\$140.00/Hour
CPA Partner	\$175.00/Hour

Our fees will be billed monthly and are payable within the normal billing cycle.

In addition, mileage will be charged to you at the current federal rate and billed on a separate line item. The client, Monroe Fire Protection District, can terminate this agreement at any time without cause.

If, after full consideration, you agree that the foregoing terms shall govern this engagement, please sign the copy of this letter in the space provided and return the original signed letter to us, keeping a fully-executed copy for your records.

Thank you for your attention to this matter, and please contact us with any questions that you may have.

Sincerely,

Michael E. Williams

Michael E. Williams, CPA
Partner

ACCEPTED AND AGREED

Monroe Fire Protection District Official

Dustin Dillard
MFPDD Fire Chief

Date



Lorie Robinson <lrobinson@monroefd.org>

Component Unit Request List for 2021 GAAP Report

1 message

Brianne Gregory <bgregory@co.monroe.in.us> Thu, Jan 6, 2022 at 12:07 PM
To: Lorie Robinson <lrobinson@monroefd.org>, "ddillard@monroefd.org" <ddillard@monroefd.org>
Cc: Catherine Smith <csmith@co.monroe.in.us>

Good afternoon, Dustin and Lorie –

Attached please find a Component Unit Request List for the 2021 GAAP Report. This request list is specific to your unit, and will provide the information needed for GAAP calculations. As you know from the previous reports, there may be further requests should questions arise. We do hope to keep those requests to a minimum, and with that the expense associated with this report.

Regarding the associated expense with this report, Monroe County has covered the cost in the past. County leadership approved this financial assistance to provide time for the units to plan and budget, but asked each unit to budget for this in 2022. Below is the maximum **anticipated** cost associated with your unit for GAAP calculations with Hartman and Williams. Monroe County believes working with Hartman and Williams is the most cost-effective approach as this team is very familiar with the county and each unit. Should you have any questions or concerns regarding working with the current team or the associated expense, please contact me to discuss. An engagement letter for 2021 GAAP calculations is forthcoming

	<u>Hours</u>	<u>Estimated Cost</u>
-		
Fire District	23.25	\$3255

Thank you, and Happy New Year!

Best,

Brianne

Brianne M. Gregory
Financial Director
Monroe County Auditor's Office
100 W. Kirkwood Ave.

Monroe Fire Protection District Bylaws

Adopted by the Monroe Fire Protection District Board of Fire Trustees at its regular meeting on September 16, 2021

Amended: _____

ARTICLE I: DEFINITIONS

1.0 - DEFINITIONS

As used in the Board's bylaws and policies, the following terms shall have the meaning set forth below:

Board: The Board of Fire Trustees of the Monroe Fire Protection District, which is created by IC 36-8-11.

Bylaw: A rule of the Board for its own governance adopted by a Board vote at a meeting.

Chair: An officer of the Board who, as part of his duties, presides over its meetings and has such other duties as may be defined by the Board's bylaws and policies and applicable law.

District: The Monroe Fire Protection District.

Due Process: Procedural due process requires an established rule or standard, notice of facts of an alleged violation and the applicable rule or standard (accusation), and an opportunity to respond before a decision is made.

Fiscal Officer: A bonded officer of the Board charged with the faithful receipt and disbursement of the funds of the district. (IC 36-8-11-2)

Full Board: All Trustees of the Board.

May: A statement providing that an action is permitted but not required.

Meeting: A gathering of the majority of the Trustees of the Board for the purpose of taking "official action" on "public business" of the District. IC 5-14-1.5-2(c), (d), and (e).

Official Action: Board action to receive information, deliberate, make recommendations, establish policy, make decisions, or take final action. IC 5-14-1.5-2(d).

Policy: A general, written statement approved by the Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

Public Business: The performance by the Board of a function upon which it is specifically authorized to take official action, or not statutorily prohibited from performing. IC 5-14-1.5-2(e), IC 36-8-11.

Quorum: A majority of the Board of Fire Trustees. IC 36-8-11-14.

Shall: Expressing non-discretionary required action or action, synonymous with "will" or "must".

Trustee: Each member of the Board of Fire Trustees.

Vice-Chair: An officer of the Board who presides over its meetings in the absence of the Chair and has such other duties as may be defined by the Board's bylaws and policies and applicable law.

Voting: An action by which a Trustee indicates approval or rejection of a motion by a Trustee that has been seconded by another Trustee at a meeting convened in compliance with all applicable laws including the Indiana Open Door Law (IC 5-14-1.5).

ARTICLE II: BOARD ORGANIZATION

2.1 - NAME

The governing body of this District shall be known officially as the Board of Fire Trustees of the Monroe Fire Protection District.

2.2 - PURPOSE

The Board exists for the purpose of governing the system for providing fire protection services to the District.

2.3 - BOUNDARIES

The boundaries of the District shall be the unincorporated areas of Perry Township, Clear Creek Township, Indian Creek Township, Van Buren Township, and Bloomington Township in Monroe County, Indiana, defined by the Monroe County Board of Commissioners as being part of the District.

2.4 - ADDRESS

The official address of the District is its headquarters, 3953 S. Kennedy Dr., Bloomington IN, 47401.

2.5 - NUMBER OF TRUSTEES

As adopted by ordinance of the Monroe County Commissioners, the Board shall consist of ~~five (5)~~ **seven (7)** Trustees; one from Perry Township, one from Clear Creek Township, one from Indian Creek Township, one from Van Buren Township, ~~and one~~ from Bloomington Township; **one from Benton Township; and one from Washington Township.** IC 36-8-11-12.

2.6 - APPOINTMENT OF TRUSTEES AND ELIGIBILITY TO SERVE

Trustees of the Board shall be qualified and appointed in accordance with Ind. Code 36-8-11 and the organizing ordinances of the Monroe County Commissioners. In accordance with Ind. Code 36-8-11-12, a person who:

- (1) is a party to a contract with the district; or
- (2) is a member, an employee, a director, or a shareholder of any corporation or association that has a contract with the District;

may not be appointed or serve as a trustee. The trustees must be qualified by knowledge and experience in matters pertaining to fire protection and related activities in the District.

If a vacancy occurs on the board, the Monroe County Commissioners shall appoint a trustee who is qualified for the unexpired term.

2.7 - TERM

The term of each Trustee shall be four (4) years. IC 36-8-11-12.

2.8 - OATH

Each newly-appointed and re-appointed Trustee shall take an oath of office administered by a notary public or other qualified person not later than thirty (30) days after the beginning of the term of office to which the Trustee was appointed. IC 5-4-1-1.

The oath must be signed by the Trustee and the person who administers it and filed in the Monroe Circuit Court Clerk's Office.

2.9 - COMPENSATION

As compensation for their services, each trustee may receive not more than one hundred dollars (\$100) a day for each day devoted to the work of the District. In addition, each trustee may be reimbursed for actual expenses, including traveling expenses at a rate equivalent to that provided by statute for state employees. Claims for expense reimbursement must be accompanied by an itemized written statement and approved by a recorded motion of the Board. (IC 36-8-11-14)

2.10 - OFFICERS

The Board shall elect from its Trustees a Chair, Vice-Chair, and a Fiscal Officer all of whom are separate Trustees. (IC 36-8-11-14)

Election of officers shall be by a majority of the Trustees. Where no such majority exists on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.

Officers shall serve for one year and until their respective successors are elected and shall qualify. An officer may be removed from their officer position for cause by a majority vote of the full Board. The Board shall fill a vacancy in either office within thirty (30) days of the occurrence of the vacancy.

ARTICLE III: BOARD POWERS AND DUTIES

3.1 - BOARD POWERS

The Board shall have all the powers granted to it by Indiana Code 36-8-11 and, as permitted by applicable law, these Bylaws.

3.2 - BYLAWS AND POLICIES

The Board shall adopt bylaws and policies for the organization and operation of this Board and the District.

The bylaws and policies may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected, except that the Board may upon a vote and where compelling reasons exist, cause to suspend at any time the operation of a bylaw or policy herein contained, provided the suspension does not conflict with law, and such suspension shall terminate at the next meeting of the Board or at such earlier time as is specified in the motion to suspend.

These bylaws and policies may be adopted or amended at a single meeting of the Board in an emergency. An emergency shall be defined for purposes of this rule as any situation or set of circumstances which the Board has reason to believe will negatively impact the District's ability to provide fire services or jeopardize the safety or welfare of the District's citizens or employees of the District.

Any resolution adopted under emergency conditions shall expire automatically at the first public meeting of the Board following the abatement of the emergency unless the Board moves to adopt said resolution in final form.

Bylaws shall be adopted, amended, repealed, or suspended by a positive vote of the majority of Trustees. Policies shall be adopted, amended, or repealed by a positive vote of majority of Trustees.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board.

The parliamentary authority governing the Board shall be Rosenberg's Rules of Order in all cases in which it is not inconsistent with statute, administrative code, or these bylaws.

3.3 - SELECTION OF A FIRE CHIEF

The Board shall exercise its executive power in part by the appointment of a Fire Chief who shall enforce the statutes of the State of Indiana, the policies of this Board, and any standard operating procedures of the District.

3.4 - FIRE CHIEF AUTHORITY

The Fire Chief shall consult with the Board with regard to the development and/or revision of policies.

The Fire Chief shall prepare standard operating guidelines for the administration of the District that are consistent with statutes and/or the policies of this Board.

Such standard operating guidelines shall be binding on the employees of the District when issued.

The Fire Chief shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board at the next meeting following such action.

3.5 - JUDICIAL

The Board may assume jurisdiction over any dispute or controversy arising within this District and concerning any matter in which authority has been vested in the Board by statute, rule, a contract, or policy of this Board.

In furtherance of its adjudicatory function, the Board may hold hearings which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.

Beyond the basic requirements of due process, a hearing may vary in form and content in line with the severity of the consequences which may flow from it, the degree of difficulty of establishing findings of fact from conflicting evidence, the impact of the Board's decision on the District, and any statutory or regulatory requirements.

In order to provide a fair hearing for the parties to a matter to be adjudicated by the Board, Trustees shall be impartial in such matters and capable of making a decision based solely upon the evidence presented by the parties. Therefore, Trustees shall not conduct or participate in any investigation of the facts in such matters; collect, evaluate, or review the facts of the matter prior to presentation of the facts to the Board; or form or express an opinion not subject to change on any aspect of the pending matter. A Trustee's mere personal knowledge shall not automatically disqualify the Trustee from participating in the matter.

If a Trustee testifies concerning a material fact in dispute, has a personal interest in the matter under consideration, has participated in the gathering of evidence or the formulation of strategy, or has expressed an opinion on one or more material facts in dispute, that Trustee shall not participate in the Board's consideration of the matter or vote in the matter, unless the Trustee certifies and declares to the parties in the matter and to the Board that s/he is capable of resolving the matter based solely on the evidence presented to the Board. If a Trustee is unable to make this certification, the Trustee shall voluntarily recuse himself/herself and shall participate in any evidentiary hearing, discussion, or vote in the matter.

3.6 - PUBLIC EXPRESSIONS OF TRUSTEES

The Board Chair functions as the official spokesperson for the Board.

From time-to-time, however, individual Trustees make public statements on District matters to local media or to local and/or state officials. Sometimes the statements imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents can embarrass both the Trustee and the Board. Therefore, Trustees should, when writing or speaking on District matters to the media, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

A. This bylaw shall apply to all statements and/or writings by individual Trustees not explicitly sanctioned by a majority of its Trustees, except as follows:

1. correspondence, such as legislative proposals, when the Trustee has received official guidance from the Board on the matters discussed in the letter
2. routine, not for publication, correspondence of the Fire Chief and other Board employees
3. routine "thank you" letters of the Chair of the Board
4. statements by Trustees on non-District matters (providing the statements do not identify the author as a Trustee of the Board)
5. personal statements not intended for publication

B. Copies of this bylaw may be sent to local media by the Fire Chief.

3.7 - CONFLICTS

Trustees shall utilize the authority of their position solely for the benefit of the District. To this end:

A. Conflict of Interest Disclosure

If a Trustee or a spouse or dependent has a pecuniary interest in a contract or purchase to be approved by the Board, or a Trustee or a spouse or dependent will profit from a contract or purchase to be approved by the Board, the Trustee shall submit a written Conflicts of Interest disclosure on State Board of Accounts Form 236.

When a Trustee makes a Conflicts of Interest disclosure as provided above, the disclosure shall be submitted for approval by the Board before the Board considers approval of the contract or purchase addressed in the disclosure, provided the contract or purchase will be funded entirely by funds other than those received from a Federal grant or award.

The Trustee shall not participate in the discussion or vote on the acceptance of his/her disclosure or approval of the contract or purchase, and the role played by this Trustee shall be described in the minutes of the meeting.

A written conflict of interest disclosure on State Board of Accounts Form 236 that is approved by the Board shall be filed by the Fire Chief with the State Board of Accounts and the Monroe County Circuit Court Clerk's office within fifteen (15) calendar days after approval by the Board. IC 35-44.1 -1-4

B. Profiteering From Public Service

For one (1) year after leaving the Board, a Trustee of the Board shall not obtain a pecuniary interest in any contract or purchase which was approved by the Board during his/her Board service unless the former Trustee:

1. was screened from any participation in the contract or purchase
2. has not and will not receive a part of any profit from the contract or purchase by the Board; and
3. promptly gives notice to the Board of his/her interest in the contract or purchase.

This limitation does not apply if the Trustee receives less than \$250.00 of the profits from the contract or purchase.

3.8 - GIFTS

A Trustee or a District employee making a recommendation to the Board on a matter to be considered by the Board shall not accept a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter in accordance with the restrictions and provisions of IC 35-44.1-1-2.

A Trustee who has accepted a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision may return the gift or gratuity or its value to the source and thereafter participate in the process of consideration of the matter, and the Board vote on the matter.

If a Trustee taking part in evaluating a proposal to be considered by the Board, or a dependent of that Trustee, has accepted a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision, the Trustee shall abstain from all involvement in the formulation of a recommendation to the Board, Board discussion on the matter, and the Board vote on the matter.

3.9 - USE OF ELECTRONIC MAIL

Under no circumstances shall Trustees use email to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

Email messages to and from Trustees may be subject to production in response to an Indiana Access to Public Records Act ("APRA") request.

ARTICLE IV: BOARD MEETINGS

4.1 - ORGANIZATIONAL MEETING

The Board shall organize annually in January at a meeting held in accordance with law. The meeting shall be called to order by the ranking officer of the preceding Board who shall serve as presiding officer until the election of the Chair.

The Board shall, at its first meeting of the year:

- A. Elect a chair, vice chair, and fiscal officer, each of whom is a different Trustee. (36-8-11-14)
- B. Appoint a secretary of the Board and of the District who is a person, other than the Fire Chief, who is not a Trustee of the Board.
- C. Fix a time for holding regular meetings, which shall occur at least once in the months of January, April, July, and October. (IC 26-8-11-13)

4.2 - COMMITTEES

Committees appointed directly by the Board or the Chair shall constitute a "governing body" as defined in the Open Door Law. IC 5-14-1.5-2. When specifically charged to do so by the Board or Chair, a committee shall conduct studies, receive information, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board.

Meetings of committees appointed directly by the Board or its Chair and given authority to take official action upon public business are subject to the Open Door Law and shall give notice of meetings and hold public meetings as required by that statute. "Official action" includes receiving information, deliberating, and making recommendations. A committee subject to the Open Door Law shall keep minutes of its meetings.

Meetings of committees appointed by the Fire Chief that report to the Fire Chief shall not be subject to the Open Door Law, but records of committees appointed by the Fire Chief shall be subject to the Access to Public Records Act.

4.3 - QUORUM

A majority of the Trustees shall constitute a quorum (IC 36-8-11-14), and no official action shall be conducted in the absence of a quorum.

4.4 - REGULAR MEETINGS

The Board shall hold a meeting on a date and at a time and place determined annually by the Board.

In the event the date, time, or place of a meeting needs to be changed, which change is in the best interest of the Board and/or the District, such change may be made by action of the Board, provided that the proper notice is given.

4.5 - SPECIAL MEETINGS

Special meetings of the Board may be called by the Chair or any two (2) Trustees, provided there is compliance with the notice provision of these Bylaws. (IC 36-8-11-13)

4.6 - EMERGENCY MEETINGS

In the event of a severe and imminent threat to the health, safety, or welfare of the District, its employees, or citizens, any Trustee of the Board, or the Fire Chief may call an emergency session if it can be shown that delay would be detrimental to efforts to lessen or respond to the threat. No formal notice to Trustees of any emergency meeting shall be required, but the press and public shall be notified.

4.7 - MEETING OF THE BOARD DEFINED

As used in these by-laws, "meeting" means a gathering of a majority of Trustees for the purpose of taking "official action" as defined at IC 5-14-1.5-2(d) on public business. The term "meeting" does not include any exception set forth in statute, including the following:

- A. A social or chance gathering not intended to avoid the principles of the Indiana Open Door law set forth in IC 5-14-1.5-1.
- B. An on-site inspection of a project, program, or facility of applicants for incentives or assistance from the Board.

- C. Traveling to and attending meetings of organizations devoted to betterment of government.
- D. A caucus.
- E. A gathering to discuss an industrial or a commercial prospect that does not include a conclusion as to recommendations, policy, decisions, or final action on the terms of a request or an offer of public financial resources.
- F. An orientation of Trustees of the Board on their role and responsibilities as public officials, but not for any other official action.
- G. A gathering of Trustees for the sole purpose of administering the oath of office to a Trustee or Trustees.

4.8 - EXECUTIVE SESSION

The Board may meet in an executive session, one closed to the public (except the Board may admit those persons determined to be necessary to carry out the purpose of the executive session) after giving proper notice, for any reason authorized by statute, including the following purposes:

- A. where authorized by Federal or State statute.
- B. discussion of strategy with respect to 1) initiation of litigation or litigation which is pending or has been threatened in writing, 2) implementation of security systems, or 3) a real property transaction, including a purchase, a lease as a lessor, a lease as a lessee, a transfer, an exchange or a sale by the governing body, up to the time a contract or option is executed by the parties.
- C. to receive information about, and interview, prospective employees.
- D. with respect to any individual over whom the Board has jurisdiction, receive information concerning the individual's alleged misconduct, and to discuss, prior to determination, that individual's status as an employee.
- E. discussion of records classified as confidential by Federal or State statute.
- F. discussion of an employee's job performance evaluation.

- G. when considering the appointment of a public official, to develop a list of prospective appointees, to consider applications and make one (1) initial exclusion of prospective appointees from further consideration.

(IC 5-14-1.5-6.1)

A final action must be taken at a meeting open to the public.

In keeping with the confidential nature of executive sessions, no Trustee of the Board shall disclose the content of discussions that take place during such sessions.

4.9 - SERIES OF MEETINGS (GATHERINGS)

Trustees of the Board may not participate in a series of meetings (gatherings) if the series consists of at least two (2) gatherings and the series of gatherings meets all of the following criteria:

- A. one (1) of the gatherings is attended by at least three (3) Trustees but less than a quorum and the other gathering includes at least two (2) Trustees.
- B. the sum of the number of different Trustees attending any of the gatherings at least equals a quorum of the Board.
- C. all gatherings concern the same subject matter and are held within a period of not more than seven (7) consecutive days.
- D. the gatherings are held to take official action on public business.

A Trustee attends a gathering if the Trustee is present at the gathering in person or if the Trustee participates in the gathering by telephone or other electronic means, excluding electronic mail. (IC 5-14-1.5-3.1)

ARTICLE V: CONDUCT OF MEETINGS

5.1 - PRESIDING OFFICER

The Chair shall preside at all meetings of the Board. In the absence, disability, or disqualification of the Chair, the Vice-Chair shall act in the Chair's stead; if neither person is available, the Fiscal Officer shall preside at the meetings of the Board.

5.2 - AGENDA

The Fire Chief shall prepare and submit to each Trustee a written agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The

agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting.

Individual Trustees may include items on the agenda upon the concurrence of the Board Chair.

The agenda of each regular meeting shall be emailed, mailed or delivered to each Trustee so as to provide proper time for the member to study the agenda.

Prior to the meeting, a copy of the agenda shall be posted at the entrance to the meeting location. IC 5-14-1.5-4.

The Board shall transact business according to the agenda prepared by the Fire Chief and submitted to all Trustees in advance of the meeting. The order of business may be suspended or modified at any meeting by a majority vote of the Trustees present.

5.3 - VOTING

All regular and those special meetings of the Board at which the Board is authorized to take official action shall be conducted in compliance with the Indiana Open Door Law IC 5-14-1.5. No act shall be valid unless approved at a public meeting of the Board by a majority vote of the Trustees and a proper record made of the vote. (IC 36-8-11-14)

A Trustee who is not physically present at a meeting of the Board, but who communicates with the other Trustees during the meeting by telephone, computer, videoconferencing, or any other electronic means of communication that permits the Trustee to simultaneously communicate with the other Trustees and allows the public to simultaneously attend and observe the meeting, may participate in any Board discussion and is considered to be present at the meeting for purposes of establishing a quorum provided the following conditions are met:

1. At least fifty percent (50%) of the Trustees must be physically present at the location where the meeting is conducted.
2. The minutes of the meeting must state the following: The name of each Trustee who was physically present at the location where the meeting was conducted; the name of the Trustee(s) who participated in the meeting by the use of any electronic means of communication; and the name of the Trustee(s) who was absent.
3. The minutes of the meeting must identify the following: Electronic means of communication by which the Trustee(s) participated during the meeting; the electronic means of communication by which the public

attended and observed the meeting, if the meeting was not held in executive session.

4. All votes of the Board who are either physically present or attending by electronic communication must be taken by roll call vote.

Any Trustee participating in a meeting electronically may participate in any final action taken at the meeting only if the Trustee can be seen and heard.

A Trustee may not electronically attend more than fifty percent (50%) of the meetings in each calendar year unless the electronic participation is due to:

1. military service;
2. illness or other medical condition;
3. death of a relative; or
4. an emergency involving actual or threatened injury to persons or property.

A Trustee may attend two (2) consecutive meetings (a set of meetings) by electronic communication, but must physically attend at least one (1) meeting between sets of meetings attended electronically unless the electronic participation is due to:

1. military service;
2. illness or other medical condition;
3. death of a relative; or
4. an emergency involving actual or threatened injury to persons or property.

A Trustee may not participate in a meeting electronically if the meeting involves final action to:

1. adopt a budget;
2. make a reduction in personnel;
3. initiate a referendum;
4. establish or increase a fee;
5. establish or increase a penalty;
6. establish, raise, or renew a tax; or
7. use the governing body's eminent domain authority

Abstentions shall not be counted as votes, but shall be recorded in the minutes of a meeting and are deemed to acquiesce in the outcome of the vote. In situations in which a specific number of affirmative votes are required and abstentions have been recorded, the motion shall fail if the specified number of affirmative votes have not been cast. In the case of a tie vote in which a Trustee abstains, the motion shall fail for lack of a majority.

All actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each Trustee be recorded. Proxy voting shall not be permitted. Any Trustee may request that the Board be polled.

5.4 - PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

To permit fair and orderly public expression, the Board may provide a period for public participation at every regular meeting of the Board and publish procedures to govern such participation in Board meetings.

The presiding officer of each Board meeting at which public participation is permitted shall administer the procedures of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business and at the discretion of the presiding officer.
- B. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name and group affiliation, if and when appropriate.
- C. Patron comments are limited to three (3) minutes per spokesperson for a total of thirty (30) minutes.
- D. The presiding officer may:
 - 1. prohibit public comments which are frivolous, repetitive, or harassing;
 - 2. interrupt, warn, or terminate a person's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - 3. request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting;
 - 4. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly

progress of the meeting;

5. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
6. waive these rules.

E. Tape or video recordings are permitted, providing the person operating the recorder has given notice prior to the Board meeting and has agreed to abide by the following conditions:

1. No obstructions are created between the Board and the audience.
2. No interviews are conducted during the Board meeting.
3. No commentary is made that would distract either the Board or members of the audience.

5.5 - ADJOURNMENT

The Board may at any time recess or adjourn to an adjourned meeting at a time, date, and place announced before the adjournment takes place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. However, a meeting may not be recessed or adjourned for the purpose of conducting an executive session.

5.6 - MEETING MINUTES

The Board shall designate a person to keep minutes of each meeting showing the date, time, place, any decisions made at a meeting open to the public, and the purpose or purposes for which an executive session is called. The minutes shall also state the name of each Trustee who was physically present at the meeting, was not present at the meeting but participated by using a form of communication described in Bylaws, or was absent. (IC 5-14-1.5-4) These minutes must be approved by the Board at the next regular meeting. The minutes shall include all votes taken at the meeting. Proposed minutes shall be available for public inspection upon request within a reasonable period of time after the meeting to which the minutes refer. (IC 5-14-1.5-4) Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved. The minutes shall be available for inspection at the District's headquarters and/or the District's website.

The minutes shall show the general substance of all matters proposed, discussed, or decided and a record of all votes taken, by individual, if there is a roll call.

The minutes of an executive session shall show the date, time, and place of the session; the Trustees either present or absent; and the identification of the subject matter considered by specific reference to the enumerated instance(s) for which public notice was given. The Board shall certify in the minutes that it discussed no subject matter in the executive session other than the subject matter specified in the public notice.

ARTICLE VI: NOTICE OF BOARD MEETINGS

6.1 - NOTICE OF BOARD MEETINGS

The Board will give notice of regular, special, and emergency Board meetings to Trustees, news media, and the general public in compliance with Indiana law on the organization and operation of the governing body of a District and the Open Door Law.

As used in these bylaws, "legal holiday" means a day listed in I.C. 1-1-9-1.

6.2 - NOTICE OF REGULAR MEETINGS

As used in this bylaw, "regular meeting" means a meeting of the Board held in compliance with a schedule of meetings approved by the Board at its annual organizational meeting. Notice need not be given to a Trustee for holding or taking any action at a regular meeting. (IC 5-14-1.5-5)

Public notice of regular Board meetings will be given only once a year by posting a copy of the notice at the District headquarters and delivering notice to all news media which submit an annual written request for such notice for the next calendar year to the Board on or before December 31 of the preceding calendar year. (IC 5-14-1.5-5)

In addition to notice of regular meetings to the news media, the Board shall give public notice to persons who give the Board a written request for notice of meetings not later than December 31 of the preceding calendar year. The Board shall give this notice by email or by publishing notice of regular meetings on the Board's Internet website at least forty-eight (48) hours in advance of the meeting excluding Saturdays, Sundays, and legal holidays. (IC 5-14-1.5-5)

**Changes in the Date, Time, or Place of a Regular Meeting and Notice Required;
Notice of Executive Sessions and Reconvened Meetings**

Additional notice of a regular meeting shall be given by the Board if the date, time, or place of a regular meeting is changed. Notice to the public of a change in the date, time, or place of a regular Board meeting, executive session, or any rescheduled or reconvened meeting shall be given at least forty-eight (48) hours (excluding Saturdays, Sundays, and legal holidays) before the meeting is to convene by posting a copy of the notice at the District headquarters and the meeting location, if different from the headquarters, and delivering notice to all news media which submit an annual written request for such notice for the next calendar year to the Board on or before December 31st of the preceding calendar year. (IC 5-14-1.5-5) With the exception of executive sessions, this requirement does not apply to reconvened meetings where announcement of the date, time, and place of the reconvened meeting is made at the original meeting and recorded in the memoranda and minutes of the meeting if there is no change in the agenda. (IC 5-14-1.5-5)

6.3 - NOTICE OF SPECIAL BOARD MEETINGS

A "special meeting" of the Board is a meeting other than a regular meeting on a schedule of regular meetings established at the Board's annual organizational meeting. At a special meeting, the Board may take any action permitted at a regular meeting. Executive sessions are excluded from this definition.

Authority to Call a Special Meeting

A special meeting of the Board must be held when called by the Chair or two (2) Trustees. The call must be evidenced by a written notice specifying the date, time, and place of the special meeting. (IC 36-8-11-13)

Notice to Trustees of Special Meeting

A copy of notice of a special meeting shall be served upon each Trustee of the Board so that it is received by the Trustee at least seventy-two (72) hours before the special meeting is to convene. This notice shall be given by delivering written notice to the Trustee personally or by mail or email. Written notice of a special meeting is not required if: (1) the time of the special meeting has been fixed in a regular meeting; or (2) all Trustees were present at a meeting at which a special meeting was called. (IC 36-8-11-13)

If each Trustee of the Board has waived notice of the special meeting, notice of the meeting to Trustees is not necessary. Waiver of notice of a special meeting by a Trustee may be given by the Trustee's presence at the special meeting or the Trustee's execution of a written waiver of notice of the date, time, and place of the special meeting, executed either before or after the special meeting. If waiver of notice of a special meeting is executed by a Trustee after the meeting, the waiver also must state

in general terms the purpose of the special meeting. If a waiver specifies that the waiver was executed before the meeting, third persons are entitled to rely on the statement.

Notice to the Public and News Media of Special Meeting

Notice to the public and news media of a special meeting shall state the date, time, and place of the special meeting and the business to be transacted. This notice shall be given at least forty-eight (48) hours before the special meeting convenes, excluding Saturdays, Sundays, and legal holidays. (IC 5-14-1.5-5)

6.4 - NOTICE OF EMERGENCY MEETINGS

The Board may meet to address an actual or threatened emergency involving injury to person or property or actual or threatened disruption of the operation of the District. The notice requirements of the Open Door Law do not apply to a Board meeting, convened to address an emergency, but news media which have requested notice of meetings must be given the same notice as is given to Trustees and the public must be notified by posting a copy of the notice at the District's headquarters and on the District's website.



FIGHTING A FIRE
WILL NEVER
BE THE SAME.

MSA CONNECTED FIREFIGHTER

MSA

The Safety Company



S. CHANDER



< 10"
EVANS

WISA



INTRODUCING THE MSA CONNECTED FIREFIGHTER, DRIVEN BY LUNAR.

Firefighters want to be connected:
to each other, to dispatch and to their
officers on- and offsite.

Enter LUNAR, a wireless, handheld
device that includes thermal imaging,
firefighter ranging, motion alarm and
cloud technology with GPS — delivering
connectivity never before possible.

ENHANCED VISION.
UNMATCHED SITUATIONAL AWARENESS.
TOTAL ACCOUNTABILITY.



AS PART OF THE MSA CONNECTED FIREFIGHTER PLATFORM, **LUNAR** PROVIDES:

PERSONAL THERMAL IMAGING

Thermal imaging on every firefighter increases visibility and improves situational awareness.

MOTION ALARM

Sounds an alert if it does not detect a firefighter's motion — whether they are wearing an SCBA or not — to find separated teammates faster.

FIREFIGHTER RANGING

Combines direction and distance info with thermal imaging to find separated teammates and decrease response time.

CLOUD CONNECTIVITY

Tracks firefighters in real time so that on and off-site command knows what's going on—and can call in extra support if needed.

THE CONNECTED FIREFIGHTER PLATFORM ALSO INCLUDES:



G1 SCBA

Technology-based
SCBA and the
keystone of the
Connected Firefighter
Platform



MSA HUB

Enables wireless
on-scene data and
asset management



MSA CLOUD PLATFORM

Allows incident
commanders to
evaluate and manage
multiple situations at
one time from
anywhere

MSA

The Safety Company



[MSAfire.com/ConnectedFirefighter](https://www.msa.com/ConnectedFirefighter)



A CHANGING WORLD

HOW WE PREPARE AND RESPOND IS CHANGING

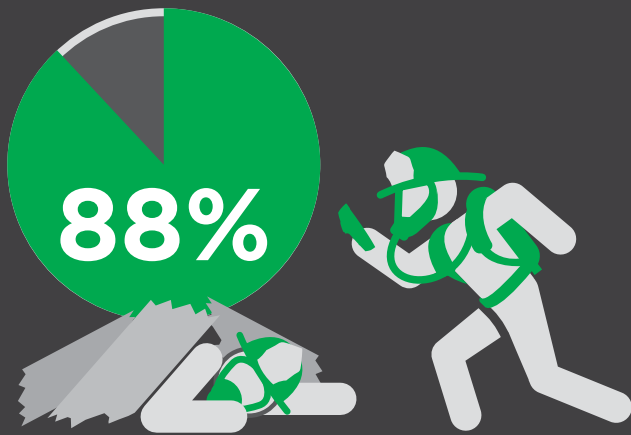


Training and safety tactics have been the staple of preparing for the uncertain—a mayday. The traditional approach to mayday is rooted in the assumption that Incident Command is set up and able to dictate direction in the critical time, voice communications are clear, and the dedicated RIT team will take action.

The technology revolution has opened the door for new life-protection opportunities that are far beyond traditional practices and add peace of mind no matter what uncertainty you are faced with. To be prepared for your worst day, you need more than accounting for some of your team, incomplete information on your crew, and tools for a subset of your team to respond in a critical time.

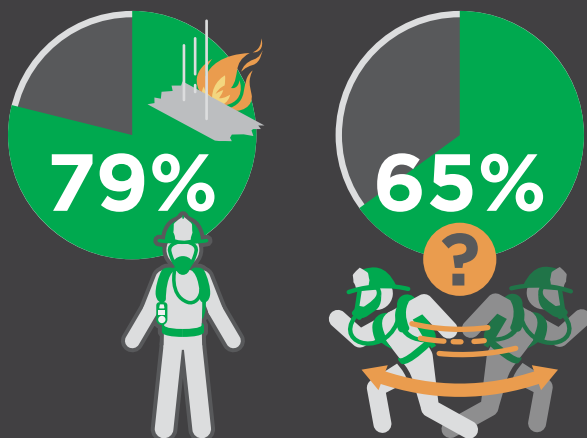
You need to be confident your entire crew is accounted for and you are being supplied with real-time information for confident decision making. You need to close the vulnerability gap with technology that goes beyond just having an idea of where your crew is or how much air they have, but knowing if a mayday is issued, everyone on the scene is instantly notified and can respond. Because safety is not just about the pieces—it's about the entire system being confident and prepared.

WHEN YOU GO IN, WE GO IN WITH YOU.



88% of Successful RIT Rescues Come from Within the Structure¹

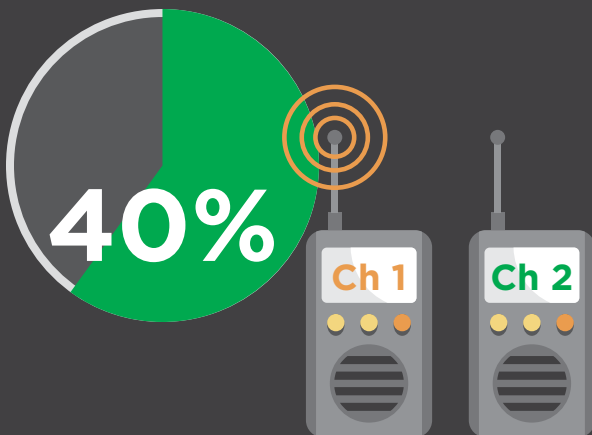
Although it is common to have a dedicated RIT, this approach heavily relies on Incident Command being established and tools external to the structure being used. Research shows that with the uncertainty and criticality of every mayday situation, success comes from within.



Situational Awareness Contributed to 79% & Disorientation Contributed to 65% of Maydays²

Firefighter staffing numbers are dropping lower than ever before resulting in increased stress, fatigue and task overload affecting situational awareness.

In addition, fires are burning hotter and faster than before due to today's synthetic materials. These conditions contribute to hazards such as zero visibility and flashover affecting orientation.



40% of Mayday Calls Were on the Wrong Channel³

Voice communications can be very challenging in a live fire situation, and Incident Commanders don't always have the right information to make confident decisions. Given the dynamics of any scene, communication can be compromised, altering the outcome.

MSA CAN HELP

MSA is the first manufacturer to introduce advancements in firefighter safety, providing F.A.S.T Technology, connectivity, and Edge Detection enhanced thermal imaging to every firefighter on scene. Only with the MSA LUNAR and FireGrid can you experience a network of safety providing real-time, on-scene visibility, increasing safety, and decreasing risk for all personnel on and off scene.

You'll use the most effective mix of today's technology, and be ready to turn on new technology as soon as it becomes available—all on the same platform. With rapidly advancing capabilities in the areas of connectivity, situational awareness, locating, and monitoring, the possibilities for firefighter safety are staggering. In the end, you'll protect not only your investment, but most importantly, the safety of your firefighters and everyone on a fire scene.

ACCOUNTED

Wireless to allow for accountability of the entire team on every scene—on or off air.

Equipped with 3 alarms: **MANUAL**, **MOTION**, and **HARDWARE** to keep you accounted for in your time of need.

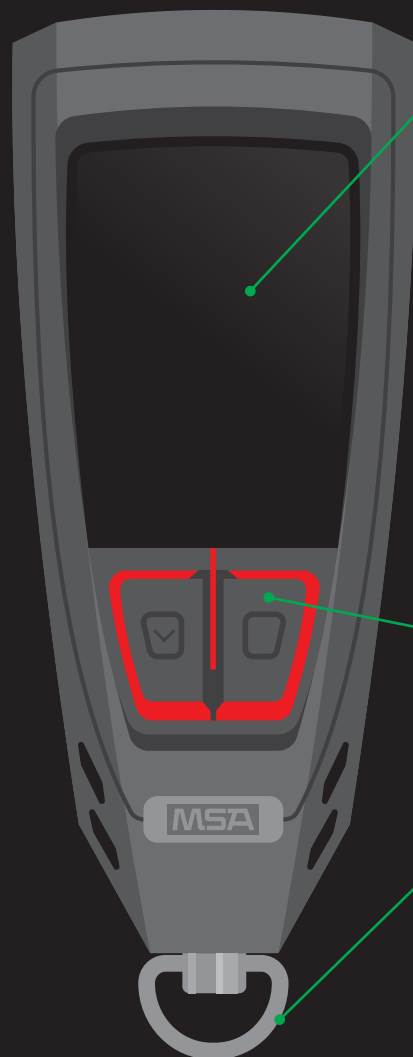
CONFIDENT

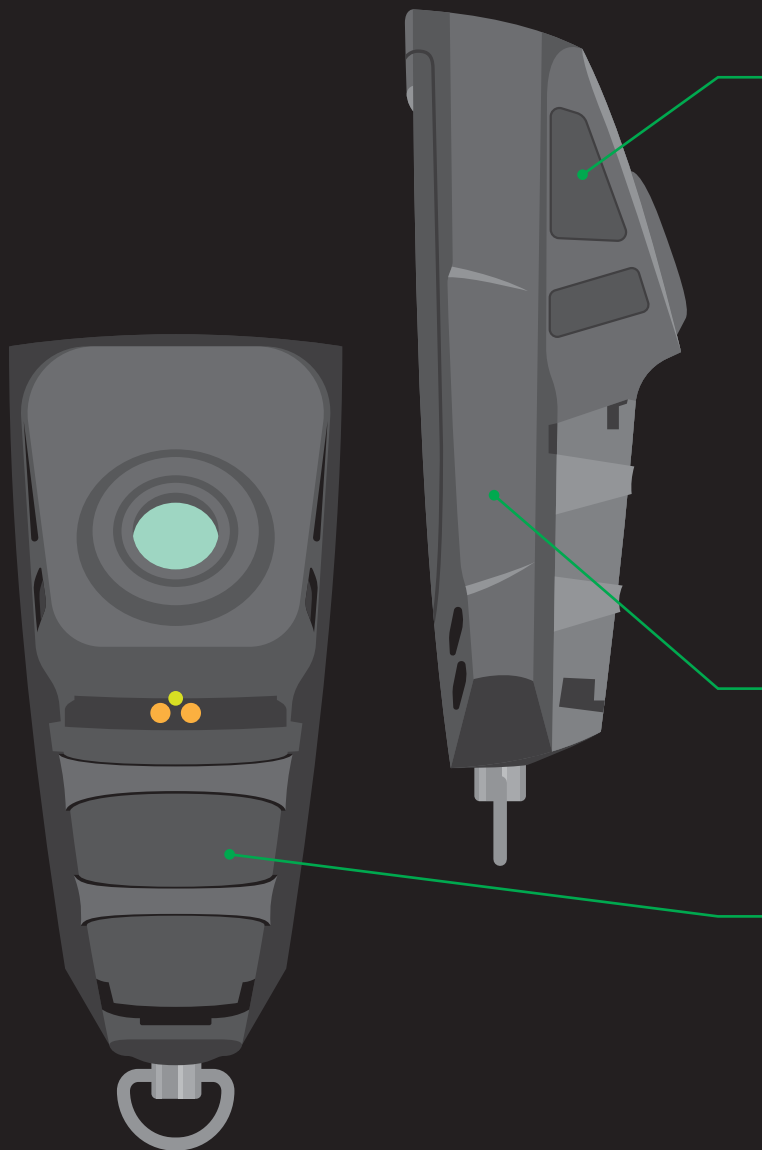
3.5" (89 mm) display for clear viewing of Edge Detection-enhanced thermal imaging, receiving a PAR Check or Evacuation, and confirming the air pressure, time remaining, and battery status of the paired G1 SCBA.

COMFORTABLE

Designed with two easily-locatable buttons for simple scrolling and selecting in a gloved hand.

Swivel quick disconnect for easy use with multiple attachment methods.





CONNECTED

Integrated LTE-M technology uses existing cell towers to send real-time accountability information to FireGrid Monitor + FireGrid Remote Monitoring.

F.A.S.T. Technology: the independent firefighter-to-firefighter ranging network providing distance and directional information during a search and rescue mission.

Embedded Bluetooth technology enables easy pairing with G1 SCBA + ALTAIR® Gas Detector.

COMFORTABLE

Covered in a rubber overmold for secure gripping and increased ruggedness.

CONFIDENT

Textured rechargeable battery for secure gripping and to keep you powered when you need it.

SOURCES

- 1 Abbott, Don. Project Mayday, 2019, projectmayday.net/public/res/pdf/2015%20_2019_PM_Career.pdf.
- 2 Abbott, Don. Project Mayday, 2019, projectmayday.net/public/res/pdf/2015%20_2019_PM_Career.pdf.
- 3 "Firefighter Mayday? Reality vs. Myth." *Fire Engineering*, 14 Apr. 2016, www.fireengineering.com/2016/04/14/240836/firefighter-mayday-reality-vs-myth/.

Note: This Bulletin contains only a general description of the products shown. While product uses and performance capabilities are generally described, the products shall not, under any circumstances, be used by untrained or unqualified individuals. The products shall not be used until the product instructions/user manual, which contains detailed information concerning the proper use and care of the products, including any warnings or cautions, have been thoroughly read and understood. Specifications are subject to change without prior notice.

MSA operates in over 40 countries worldwide. To find an MSA office near you, please visit MSAsafety.com/offices.

MSA Thermal Imaging Camera Comparison

LUNAR, G1 SCBA iTIC, & EVOLUTION® 6000 TIC



			
	LUNAR	G1 SCBA iTIC	EVOLUTION® 6000 TIC
DISPLAY SIZE	3.5" (89 mm) diagonal	2.4" (61 mm) diagonal	3.2" (81 mm) diagonal
SCREEN RESOLUTION	320 x 480	220 x 176	320 x 240
THERMAL IMAGE RESOLUTION	206 x 156	206 x 156	320 x 240
THERMAL IMAGE REFRESH RATE	16 Hz	30 Hz	25 Hz
DIMENSIONS	8" x 3.6" x 3" (203 x 91 x 76 mm)	6.5" x 3" x 1.5" (165 x 76 x 38 mm)	7.3" x 4.8" x 11.6" (185 x 122 x 295 mm)
WEIGHT	1.5 lb. (0.7 kg)	1.69 lb. (0.8 kg)	2.65 lb. (1.2 kg)
INGRESS PROTECTION	IP67	—	IP67
UL APPROVAL	Class 1 Div 2	Class 1 Div 1	Class 1 Div 2
OPERATION	2 buttons	1 button	1 button
BATTERY TYPE	Rechargeable lithium-ion	G1 SCBA central battery (alkaline or rechargeable lithium-ion)	Rechargeable lithium-ion
BATTERY LIFE (NORMAL USE)	8 hours	—	3.5 hours
STANDARD WARRANTY	2 years	5 years	2 years
COMPATIBILITY	<ul style="list-style-type: none"> G1 SCBA Standalone Competitive SCBA 	G1 SCBA	Standalone
ADDITIONAL FEATURES	<ul style="list-style-type: none"> Exclusive Edge Detection Enhanced Thermal Imaging Direct cellular cloud connectivity F.A.S.T (Firefighting Assisting Search Technology) 	Integrated into the G1 SCBA	<ul style="list-style-type: none"> 2x & 4x zoom Flashlight Laser pointer Integrated picture capture Integrated video recorder 3 attachment points Floats Field-replaceable Germanium lens
PATENTED TECHNOLOGY	Patent pending	—	<ul style="list-style-type: none"> Range Finder Compass Dual Handle Design
NFPA APPROVALS	—	NFPA 1981 & 1982-2018 compliant	NFPA 1801-2018 compliant
AFG FUNDING CATEGORIZATION	Personal Accountability Safety System	—	Thermal Imaging

Note: This Bulletin contains only a general description of the products shown. While product uses and performance capabilities are generally described, the products shall not, under any circumstances, be used by untrained or unqualified individuals. The products shall not be used until the product instructions/user manual, which contains detailed information concerning the proper use and care of the products, including any warnings or cautions, have been thoroughly read and understood. Specifications are subject to change without prior notice.

MSA operates in over 40 countries worldwide. To find an MSA office near you, please visit [MSAsafety.com/offices](https://www.msasafety.com/offices).



MSA—The Safety Company

Our business is safety. We've been the world's leading manufacturer of high-quality safety products since 1914. MSA products may be simple to use and maintain, but they're also highly sophisticated devices and protective gear—the result of countless R&D hours, relentless testing and an unwavering commitment to quality that saves lives and protects millions of hard working men and women each and every day. Many of our most popular products integrate multiple combinations of electronics, mechanical systems and advanced materials to help ensure that users around the world remain protected in even the most hazardous of situations.

Our Mission

MSA's mission is to see to it that men and women may work in safety and that they, their families and their communities may live in health throughout the world.

MSA: WE KNOW WHAT'S AT STAKE.

Note: This Bulletin contains only a general description of the products shown. While product uses and performance capabilities are generally described, the products shall not, under any circumstances, be used by untrained or unqualified individuals. The products shall not be used until the product instructions/user manual, which contains detailed information concerning the proper use and care of the products, including any warnings or cautions, have been thoroughly read and understood. Specifications are subject to change without prior notice.

MSA operates in over 40 countries worldwide. To find an MSA office near you, please visit [MSAsafety.com/offices](https://www.MSA.com/offices).

DONLEY SAFETY

5546 ELMWOOD COURT
INDIANAPOLIS, INDIANA 46203

www.donleysafety.com

Phone:
317-786-2268

MSA Quote

Fax:
317-786-2532

Date: 12/2/2021

SOLD TO: Monroe Fire Protection District 3953 S. Kennedy Dr. Bloomington, IN 47401	SHIP TO: Monroe FPD Your named location
--	--

CONTACT: DC George Cornwell	PHONE: 812-325-5636	SHIPPER: Delivery truck	FOB: S.P.
-----------------------------	---------------------	-------------------------	-----------

P.O. #	SLSMN: Mike DiMeglio	TERMS: net 30 days
--------	----------------------	--------------------

<u>SOURCE</u>	<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
MSA LUNAR UNIT				

MSA Fire	2 or more	P/N 10214747 ; LUNAR TIC Unit, includes Dual Palate Screen, Battery and single port 110 V AC clip-on charger see attached for all features	\$ 2,090.00	\$ 4,180.00
----------	--------------	--	-------------	-------------

OPTIONAL ACCESSORIES:

MSA Fire	2	P/N 10203941 ; Retractor Lanyard Assy, LUNAR	\$ -	\$ -
			No Charge	

NO SHIPPING CHARGE ON MSA ITEMS.

Price quoted is Good until December 20, 2021, or the next Manufacturer increase	Total Amount:	\$ 4,180.00
	Plus Shipping Charges:	\$ -

Thank you for the opportunity, Sincerely, Mike DiMeglio (812)525-4857	<u>Grand Total Amount:</u>	<u>\$ 4,180.00</u>
--	-----------------------------------	---------------------------

Caring for ALL Your Fire & Emergency Services Needs