



# Monroe Fire Protection District



## MINUTES OF MEETING OF THE BOARD OF TRUSTEES

Chair Sorensen called the meeting of the Board of Trustees of the Monroe Fire Protection District to order at 6:00p.m. EST Wednesday, August 9, 2023. The meeting was held in person at Station 25, located at 5081 N Old State Road 37, Bloomington Indiana and via Zoom for public to view. Public notice of the meeting had been duly made to local media by email transmission and hard copy notices had been placed in all the usual places.

Mrs. Bovenschen called the roll of the board of trustees to determine members present, absent, and to identify others present via Zoom.

Present in person were as follows:

- Vicky Sorensen, Chair
- Mark Kruzan, Vice-Chair
- Michael Baker, Trustee
- Christina Courtright, Trustee
- Dan Vest, Trustee
- C. Ed Brown, Fiscal Officer via Zoom
- Kevin R. Robling, Trustee (arrived at 6:05pm)

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
- Jeffrey Combs, Assistant Chief of Administration
- Tim Deckard, Assistant Chief of Training
- Christine Bartlett, Attorney, Ferguson Law
- Tammy Bovenschen, Administrative Assistant
- Lorie Robinson, Financial Assistant
- Darrell Cooper, IT Specialist

### CHANGES OR AMENDMENTS TO THE AGENDA

Chair Sorensen asked if there were any changes or amendments to the agenda. Chief Dillard requested in New Business to add Surplus Sale of Vehicle.

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

## **PUBLIC COMMENT**

Chair Sorensen explained this was the time when any member of the public could speak to the board concerning any matter not listed on the agenda. There was no public comment.

## **MINUTES OF PREVIOUS MEETING**

Minutes from the July 12, 2023 regular meeting, were presented to the board for approval.

Vice Chair Kruzan made a motion to approve the minutes of July 12, 2023.

Trustee Courtright 2<sup>nd</sup>

Roll call vote was taken

Sorensen – Yes, Baker – Yes, Kruzan – Yes, Brown – Yes, Courtright – Yes

Motion passed 5-0

Vest – Abstained

## **UNFINISHED BUSINESS**

### **a. Station 26**

Chief Dillard first thanked Trustee Baker for going down with his tractor to bush hog and clear the area where Station 26 is to be built.

Chief Dillard has a meeting on Friday, August 11 with Doug Bruce to get sketches updated to our specifications. Chief Dillard would like to get bids ready to release by September and open the bids at the October meeting.

### **b. District Credit Cards**

Chief Dillard explained that Financial Assistant Robinson had been in contact with the bank multiple times and they believe they will be able to accommodate our requests. The bank did suggest to print the statement online so that we are not waiting on the mailed copy to start our payment process. Financial Assistant Robinson stated that we may need to increase limit for technology in the future. Chair Sorensen asked if all of the cards had the same number on them or if they are individually assigned with separate numbers and just associated together for billing. Financial Assistant Robinson stated that they all have different account numbers. Trustee Courtright asked if there have been any other problems? Do we pay the bill by a mailed check or EFT? Financial Assistant Robinson stated that we do pay the bills by EFT and that we have not had any other issues with the credit cards other than the issue of the cards not having the true credit limits. Trustee Courtright stated that she would advocate for an increase in the limits on each card rather than add additional cards for users.

Trustee Vest asked if we could just make additional payments on the credit cards so that they are not reaching the maximum during the middle of the cycle.

Chief Dillard stated that currently we have a \$10,000 limit on the cards, \$5,000 on Chief Dillard's card, \$3,000 on Deputy Chief Cornwell's card and \$2,000 on Financial Assistant Robinson's card. Chief Dillard explained that the intentions for his card was

to be for emergency situations and the recurring costs, which are mostly IT related. It would seem reasonable to add an additional card for IT purposes only, which we could place the recurring charges on. The recurring charges are things like Google suite (email), Dropbox, Zoom & YouTube TV. There is approximately \$1,800 a month in recurring charges.

Trustee Baker asked if we want the board to raise the limit? Trustee Robling questioned the potential downside to raising the limits or getting additional cards?

Financial Assistant Robinson stated that we try to do Purchase Orders with companies, so that we do not have to put items on the credit cards, but there are a lot of companies out there that no longer work with purchase orders.

Trustee Robling made a motion to table the vote until the board can look at the credit card policy.

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

Roll call vote was taken

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

Motion passed 7-0

**c. 2024 Budget**

Chief Dillard explained that the 2024 budget is a 7.69% increase from this year but is \$50,000-\$75,000 under the projected 5-year budget plan. Chief Dillard went over the 2024 budget in detail. The growth factor is capped at 4%. Chief Dillard stated that when working on the 2025 budget he will likely move to the cost of living instead of the growth factor.

There was a lengthy discussion concerning the process of how the budget is done. Chief Dillard explained that the process included working internally with staff and Fiscal Officer Brown and working with Commissioners Hawk and Iverson.

The Board requested a work session prior to the September meeting. Chief Dillard explained that we have to complete the 4b by September 1. Any changes to the budget after that must be done by the County.

Further discussion concerning personnel hiring numbers and if additional townships are planning to try to merge with the District. Discussion concerning airport staffing and if we receive any revenue from the County from the Airport.

Chair Sorensen ended the 2024 budget discussion with a request for a budget work session before the September monthly meeting. She stated that this will give Chief Dillard time to get answers to the questions the board brought up.

## DEPARTMENT UPDATES

Due to the lengthy budget discussion, Chair Sorensen stated that we would skip department updates this evening. All updates were in the board packets, if any trustee has any questions.

## NEW BUSINESS

### a. Financial – Claims

Financial Assistant Robinson presented claims signed July 13 and July 28, 2023.

Trustee Robling made a motion to approve claims for July 2023 as presented.

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

Roll call vote was taken

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

Motion passed 7-0

### b. Payroll

Included the semi-monthly payrolls for July 2023.

Trustee Robling made a motion to approve the payrolls for July 2023 as presented.

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

Roll call vote was taken

Brown – Yes, Robling – Yes, Baker – Yes, Vest – Yes, Courtright – Yes, Kruzan – Yes, Sorensen - Yes

Motion passed 7-0

### c. Financial – Statement

Financial Assistant Robinson stated that the budget can be spent by 58% for this time of the year, currently we have spent 49.5% for the General Fund and 44% for the Cumulative Fund.

Fiscal Officer Brown made a motion to approve the Certified Financial Statement as presented for July 31, 2023.

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

Roll call vote taken

Brown - Yes, Courtright - Yes, Vest – Yes, Kruzan - Yes, Sorensen - Yes, Robling – Yes, Baker – Yes

Motion passed 7-0

### d. Township Fire Service Agreements – Polk & Salt Creek

Chief Dillard explained that these contracts have only changed by the dollar amounts for the upcoming year.

Trustee Robling made a motion to approve the Fire Service Agreements for Polk and Salt Creek for the 2024 year.

Trustee Vest 2<sup>nd</sup>

Roll call vote taken

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

Motion passed 7-0

**e. Pump Testing**

Assistant Chief Combs presented the board with quotes from 3 companies for pump testing. He is recommending Nichols Fire and Fleet in the amount of \$7,300 for 20 apparatus testing and servicing.

Trustee Robling made a motion to approve the pump testing be completed by Nichols Fire and Fleet in the amount of \$7,300.

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

Roll call vote taken

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

Motion passed 7-0

**f. Pump Replacement for Tender 22**

Captain Bailey explained that he had requested quotes for pump replacement from several different companies however he only receive back one quote from Donley Safety in the amount of \$41,318.55

Trustee Vest made a motion to approve the pump replacement quote form Donley Safety in the amount of \$41,318.55.

Trustee Robling 2<sup>nd</sup>

Roll call vote taken

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

Motion passed 7-0

**g. Surplus Sale of Vehicle**

Chief Dillard explained that as reported previously, one of the department vehicles had been involved in a crash. After the insurance company reviewed, they offered the District a sum of \$16,000 for the vehicle, as the repair costs were in excess of \$22,000. Due to this, the District would like to surplus this vehicle.

Vice-Chair Kruzan made a motion to surplus the 2006 Chevy Silverado.

Trustee Courtright 2<sup>nd</sup>

A roll call vote was taken

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

Motion passed 7-0

**ADDITIONAL COMMENTS**

**NEXT MEETING**

Chair Sorensen stated that the next meeting will be in person on September 13, 2023, at Station 21, located at 9094 S. Strain Ridge Road, Bloomington, IN. The meeting will also be held via zoom.

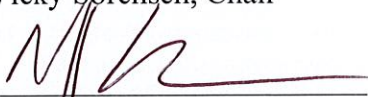
**ADJOURN**

Chair Sorensen called for a motion to adjourn.  
Trustee Robling made a motion to adjourn at 7:45pm  
Motion passed 7-0

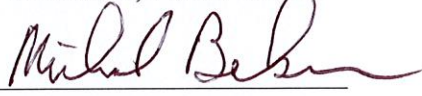
Minutes approved by the board of trustees on September 13, 2023:

Aye:

  
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Vicky Sorensen, Chair

  
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Mark Kruzan, Vice-Chair

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C. Ed Brown, Fiscal Officer

  
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Michael Baker, Trustee

  
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Christina Courtright, Trustee

  
\_\_\_\_\_  
Kevin R. Robling, Trustee

  
\_\_\_\_\_  
Dan Vest, Trustee

Nye:

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Vicky Sorensen, Chair

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Mark Kruzan, Vice-Chair

\_\_\_\_\_  
C. Ed Brown, Fiscal Officer

\_\_\_\_\_  
Michael Baker, Trustee

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Christina Courtright, Trustee

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Kevin R. Robling, Trustee

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Dan Vest, Trustee

Copy furnished:

- Mrs. Vicky Sorensen, Chair
- C. Ed Brown, Fiscal Officer
- Ms. Christina Courtright, Trustee
- Mr. Daniel Vest, Trustee

- Mr. Mark Kruzan, Vice-Chair
- Mr. Michael Baker, Trustee
- Mr. Kevin R. Robling, Trustee
- Mr. Dustin Dillard, Fire Chief

Mr. David Ferguson, Legal Counsel  
Headquarters, Bulletin Board  
Station No. 22, Bulletin Board  
Station No. 24, Bulletin Board  
Station No. 29, Bulletin Board

Mrs. Christine Bartlett, Legal Counsel  
Station No. 21, Bulletin Board  
Station No. 23, Bulletin Board  
Station No. 25, Bulletin Board  
Station No. 39, Bulletin Board