



# Monroe Fire Protection District



## MINUTES OF MEETING OF THE BOARD OF TRUSTEES

Joel Bomgardner called a regular meeting of the Board of Trustees of the Monroe Fire Protection District to order at 6:02 p.m. EST Tuesday, March 10, 2020 at Station 23 located at 8019 S. Rockport Rd., Bloomington, Indiana. Public notice of the meeting had been duly made to local media by facsimile transmission and hard copy notices had been placed in all the usual places.

Mr. Bomgardner called the roll of the board of trustees to determine members present, absent, and to identify others present.

Those present were as follows: Joel Bomgardner, Chairman  
C. Ed Brown, Fiscal Officer (arrived at 6:03)  
Vicky Sorensen, Vice-Chairman

Those absent were as follows:

Others present were as follows: Dustin Dillard, Chief, MFD  
George Cornwell, Deputy Chief, MFD  
Tammy Bovenschen, Administrative Assistant MFD  
David Ferguson, Attorney, Ferguson Law  
Captain Mark Mahurin, MFD  
Hans Otto-Meyer, Benton Township Resident

Those absent were as follows:

### CHANGE OR AMENDMENTS TO THE AGENDA

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

### PUBLIC COMMENT

Mr. Bomgardner explained this was the time when any member of the public could speak to the board concerning any matter not listed on the agenda. Mr. Bomgardner explained that we do have a policy for public comment that is outlined on the back of the agenda. There was no public comment.

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**HEADQUARTERS**  
STATION 11  
3953 S KENNEDY DRIVE  
BLOOMINGTON IN  
812-331-1906  
812-336-1166 (FAX)

**LAKEVIEW**  
STATION 21  
9094 S STRAIN RIDGE RD  
BLOOMINGTON IN  
812-824-6077

**KIRKSVILLE**  
STATION 23  
8019 S ROCKPORT RD  
BLOOMINGTON IN  
812-824-6202

## **MINUTES OF PREVIOUS MEETING**

Minutes from the February 11, 2020 regular board meeting were presented to the board for approval. Mr. Bomgardner called for a motion. Mrs. Sorenson made a motion to approve the minutes of the regular meeting on February 11, 2020.

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

Motion passed 3-0

## **OLD BUSINESS**

### **a. District 8 Fiscal Agent**

Chief Dillard has no new update or claims this month.

### **b. Legal Updates**

Mr. Ferguson stated he had no legal updates this month.

### **c. Rescue 22**

Chief Dillard informed the board that most of the items have arrived. We are still waiting on a few things to arrive, such as the air bags. We are hoping to have equipped and in service by May or early June.

### **d. Monroe Fire Protection District Future**

Chief Dillard stated that he will be visiting with Benton township later this month. Their public meetings are planned for March 23, 24 and 26 at the Unionville Senior Center located next to the Benton Township building.

Chief Dillard stated that Washington Township has requested to speak at the County Commissioners meeting on March 25.

### **e. Ladder Truck Purchase**

Chief Dillard stated we are still waiting on rates from Mutual Bank. We are hoping to have financing information at the April meeting.

### **f. Volunteer Contract**

Mrs. Sorenson had a few questions concerning the contract. Her first question was if the contract should state that it ends at 11:59pm on December 31, 2020 instead of how it is worded. Mr. Ferguson stated that yes, it should probably be stated as such. Mrs. Sorenson also asked about the working in Section 7. Mr. Ferguson stated that the wording should be changed to procure. Finally, Mrs. Sorenson asked for additional language on Section 12, stating "for department needs". Mr. Ferguson agreed all of these were simple changes and Mrs. Bovenschen is going to correct the Contract and forward to the volunteers to review.

The contract was tabled until the April meeting.

**g. Battalion Chief Position**

Chief Dillard would like to move forward with positing the Battalion Chief position. He would like to have posted at the department wide meeting on March 25. We will need to post for 14 days. This is an internal posting for all departments that will become Monroe Fire Protection District. Applicants must currently be employed with MFD, NMFT or VBFD. Chief Dillard and Deputy Chief Cornwell would like to begin interviews by early May if possible.

This job description has already been approved by the board.

**h. Bloomington Speedway**

Chief Dillard stated that he is meeting with the Bloomington Speedway staff in May and can better report back after that meeting.

**i. GAAP Financial Report**

Chief Dillard and Mrs. Bovenschen informed the board that we are still gathering the asset list for the County while Jill Bailey, Root Advisor has given them other information they have requested.

**New Business**

**a. Department Updates**

Chief Dillard informed the board of a new Memo of Understanding (MOU) with Sellersburg Volunteer Fire Department. Chief Dillard explained that we recently had a major catastrophic event with Engine 21, when a bent rod blew out the side of the block. Around the same time, we had a major malfunction with Engine 11 and Tanker 11. We had to rent apparatus from a fellow Volunteer Department, so that we could stay in service. This MOU is for an approximate 30-day agreement. Chief Dillard will check with our insurance to see if we have any coverage for these type events.

Chief Dillard stated that the engine replacement alone for Engine 21 will cost us approximately \$35,000. This does not include the repair costs for Engine 11 and Tanker 11. Chief Dillard stated that we will have to do an Additional Appropriations for our Equipment Repair line later this year and those funds will come from cash on hand.

Chief Dillard went over the statistics for February 2020.

1. Statistics	<u>February 2020</u>
Fire	11
EMS	110
MVA	8
Haz Cond	3
Service	8
Good Intent	8
False Alarm	6
Special Weather/Natural Disaster	0

Special Incident	0
Total Runs	154
Mutual Aid	
Given	4
Received	8
Average District Response time	7:28
Clear Creek Township	7:26
Indian Creek Township	10:45
Perry Township	7:05
Polk Township	0:00
Salt Township	13:14
Paid Off Duty Response	57
Volunteer Response	49
Volunteer Standby Time	
Average Volunteer/Standby hours day	

2. Fuel Costs	<u>February</u>	<u>Year to date</u>
Station 11	\$ 888.68	\$ 2,626.72
Station 21	\$ 679.67	\$ 2,225.49
Station 23	\$ 311.12	\$ 635.66
Command	\$ 417.12	\$ 1,045.45
<b>Total Fuel Costs</b>	<b>\$2,296.59</b>	<b>\$ 6,533.32</b>

**b. 2021 MFD Job Descriptions**

1. Administrative Financial Assistant

Chief Dillard went over the background of the Administrative Assistant position that Mrs. Bovenschen currently fills. He stated that prior to 2013 there had been several full-time positions in the administrative offices. However due to circumstances after 2014, it was only Chief Dillard who handled all the administrative functions. In 2016, Mrs. Bovenschen was hired as a part-time administrative assistant. She quickly became an asset and began taking on more tasks in the office. By 2018 Mrs. Bovenschen was working full time, and the office work continued to grow. Now with the upcoming merger, the amount of work has increased and will continue to increase. Chief Dillard stated that although we have the position created for January 2021, he would like to go ahead and post the position now and get the administrative help as soon as June.

Mr. Bomgardner called for a motion.

Mr. Brown made a motion to post the position and begin the process to hire an Administrative Financial Assistant.

Mrs. Sorenson 2<sup>nd</sup>

Motion passed 3-0

## 2. Chauffeur/Engineer

Chief Dillard explained that this position was something he has wanted to do for a quite some time. This would be a dedicated person whose sole responsibility is to take care of the rig. Every shift would have a dedicated chauffeur/engineer. This would eliminate young inexperienced drivers from making catastrophic mistakes as we have seen recently, and it is an injustice to taxpayers not to have an experienced person operating equipment and apparatus that the taxpayers are paying for.

Chief Dillard stated that this was discussed at the chief's retreat. This is a new position for MFD. Chief Dillard plans to keep the process in line with our merit-based hiring. This position is listed in the 2020 Salary Ordinance.

Mr. Bomgardner asked if there were any questions concerning the position. If nothing further, he called for a motion.

Mr. Brown made a motion to approve the process based on our current practice of merit increases, the same as our Captain, Lieutenant, and Sergeant positions.

Mrs. Sorenson 2<sup>nd</sup>

Motion passed 3-0

### **c. Quarter Master – Gear Purchases**

Captain Mahurin presented the board with a quote for 5 full sets of Morning Pride Gear. This gear will come from 911 Fleet & Fire and includes a set for one full-time personnel and sets for four part-time personnel.

This purchase will come from the CUMM Fund.

Mr. Brown made a motion to approve the purchase of 4 sets of Morning Pride gear from 911 Fleet & Fire Equipment for \$13,665 plus shipping costs.

Mrs. Sorenson 2<sup>nd</sup>

Motion passed 3-0

Captain Mahurin also presented the board with a quote for new leather shields for 80 helmets. These shields are station specific and use a Velcro system so that we can easily move people around. These will not have unit #'s on them, only MFD. Captain Mahurin would like to start with 80 and we can purchase more when needed.

Mr. Brown made a motion to purchase the leather shields from Conway Shield for \$3,840 plus shipping.

Mrs. Sorensen 2<sup>nd</sup>

Motion passed 3-0

**Claims and Financial Report**

**Claims:**

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

Mrs. Bovenschen went over the claims for Monroe Fire Protection District. Monroe Fire Protection District Claims dated February 12, February 26, February 28 and March 10, 2020 were presented for approval.

Mr. Brown motioned to approve MFD claims dated February 12, February 26, February 28 and March 10, 2020.

Mrs. Sorensen 2<sup>nd</sup>  
Motion passed 3-0

**b. District 8 Claims:**

There were no District 8 claims

**c. Financial Report:**

Chief Dillard went over the February 2020 financial report.

**Payroll:** Included the semi-monthly payrolls for February 2020.

Mr. Brown made a motion to approve the Financial Statements dated February 29, 2020, and payrolls for February 2020.

Mrs. Sorensen 2<sup>nd</sup>  
Motion passed 3-0

**NEXT MONTHLY BUSINESS MEETING**

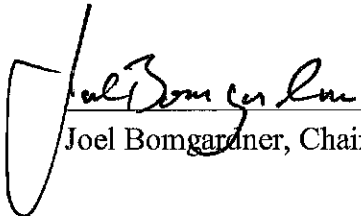
Mr. Bomgardner reminded everyone that our next scheduled regular board meeting for the Monroe Fire Protection District will be held at 6:00pm at 3953 S. Kennedy Drive, Bloomington, IN 47401, Station 11 on April 14, 2020.

**ADJOURNMENT**

There being no further business to properly come before the board, Mr. Bomgardner called for a motion to adjourn.

Mr. Brown motioned to adjourn at 7:02pm on Tuesday March 10, 2020.

Mrs. Sorensen 2<sup>nd</sup>  
Motion passed 3-0.

  
Joel Bomgardner, Chairman

   
Ed Brown, Fiscal Officer    Vicky Sorensen, Vice-Chairman

Copy furnished:

Mr. Bomgardner, Chairman  
Mrs. Sorensen, Vice-Chairman  
Mr. Cornwell, Deputy Chief  
Mr. Ferguson, Legal Counsel  
Station No.11, Bulletin Board

Mr. Brown, Fiscal Officer  
Mr. Dillard, Fire Chief

Station No. 23, Bulletin Board  
Station No. 21, Bulletin Board