



Monroe Fire Protection District



MINUTES OF MEETING OF THE BOARD OF TRUSTEES

Chair Vicky Sorensen called the meeting of the Board of Trustees of the Monroe Fire Protection District to order at 6:00p.m. EST Wednesday, October 9, 2024. 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.

Administrative Assistant Tammy 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
- John Bernstein, Trustee
- Mark Kruzan, Vice-Chair
- Michael Baker, Fiscal Officer
- Christina Courtright, Trustee
- Kevin R. 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
- Bill Tusing, Deputy Chief
- Christine Bartlett, Attorney, Ferguson Law
- Tammy Bovenschen, Administrative Assistant
- Lorie Robinson, Financial Assistant
- Darrell Cooper, IT Specialist
- Brad Boring, Boldin Construction Company

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

CHANGES OR AMENDMENTS TO THE AGENDA

Chair Vicky Sorensen asked if there were any changes or amendments to the agenda. Administrative Assistant Tammy Bovenschen reported no changes to the agenda.

PUBLIC COMMENT

Chair Vicky 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. No public comment.

MINUTES OF PREVIOUS MEETING

Minutes from the September 11, 2024 regular meeting were presented to the board for approval.

Trustee Robling made a motion to approve the minutes of September 11, 2024.

Vice Chair Kruzan 2nd

Motion passed 7-0

UNFINISHED BUSINESS

There was no unfinished business this month.

DEPARTMENT UPDATES

Department Updates

a. Legal Updates

Legal Counsel, Christine Bartlett stated she helped with the bid opening and answered any questions with that. Merit Commission Legislation under item 7c., will be a couple resolutions. The resolutions won't be for the board to approve yet, but plan to start the discussion during this meeting. In addition to that, she explained they're trying to get some policies in place with Lorie in relation to the audits we got back from the auditor. Those will be reviewed next month.

b. Statistics

Deputy Chief Matt Bright updated the board the monthly statistics

	<u>AUG 2024</u>	<u>SEP 2024</u>
TOTAL Emergency Calls	476	493
Fire Calls	16	25
<i>Structure</i>	2	3
<i>Vehicle</i>	3	3
<i>Wildland</i>	5	11
<i>Other</i>	6	8
Over Pressure Rupture, Explosion, Overheat	0	0
EMS Calls	305	300
<i>Medical</i>	205	202
<i>EMS Crew Assist</i>	68	75
<i>Motor Vehicle Accidents</i>	32	23
Hazardous Conditions	16	29
Service Calls	43	32

Good Intent Calls	58	76
False Alarms	35	30
Severe Weather	1	0
Special Incidents	2	1
Incidents by Township	347	348
Benton	28	26
Bloomington	37	32
Clear Creek	35	26
Indian Creek	8	16
Perry	97	93
Van Buren	126	132
Washington	16	23
Incidents – Contracted Townships	31	27
Polk	10	6
Salt Creek	21	21
Incidents by Aid Given	99	118
Bean Blossom	2	4
Bloomington City	38	44
Ellettsville	11	16
Richland Township (EFD)	41	47
Greene County	6	5
Lawrence County	0	1
Brown County	0	1
Owen County	0	0
Morgan County	1	0
AID Received - Year to Date		293

Station 81 Response		Squad 81 – 11	
Engine 81 – 90			
Average Response (dispatch to arrival on scene)	7 min 19 sec	7 min 42 sec	
Average Turnout (dispatch to enroute)	0 min 56 sec	0 min 57 sec	
Average Time on Scene	22 min 26 sec	26 min 37 sec	

August SOR (Statements of Refusal) signed: 4

Trustee Christina Courtright asked what does the Ambulance 22-80 refer to? Deputy Chief Matt Bright explained that 22 stands for Ambulance 22, which is the one MFPD currently has in service. 80 indicates the number of ambulance calls.

Vice-Chair Mark Kruzan stated that EMS call percentage was higher in the last four years, right? Deputy Chief Matt Bright agrees and explained that national average is a much higher, probably closer to 80%.
Long discussion.

c. Emergency Medical Services – Special Operations

Deputy Chief Matt Bright updated the board on EMS/Special Operations

Current Situation:

- Outfitting Ambulance 3 (AMB29)

Accomplishments:

- BC Liff and DC Bright attended EMS Expo
 - Next year will be held in Indianapolis
- Medical Director and team presented the Office Development Training (ODT)

Planned Activities:

- Quotes for 2025/2026 Physicals
- Meet with Medical Director
- WPE (work performance evaluation is scheduled for October)

d. Operations

Deputy Chief George Cornwell updated the board on Operations

Current Situation:

- Standard Operating Procedure (SOP) Committee are reviewing all current and future SOP's

Accomplishments:

- Hose testing has been completed for 2024
- Ladder testing has been completed for 2024
- Work orders completed – 24
 - Minor – 12
 - Moderate – 12
 - Major - 0

Planned Activities:

- Howell Rescue will be down on November 18th for service on the amkus rescue tools.

Trustee Kevin Robling asked if the CBA testing went okay. Deputy Chief George Cornwell responded yes.

Fiscal Officer Michael Backer asked if they fail, do they get replaced or repaired? Deputy Chief George Cornwell responds stating that it depends.

e. Training

Chief Dustin Dillard updated the board on Training:

Current Situation:

- Preparing for Driver Operator Mobile Water Supply certification course
- Members began using Image Trend to record training hours and adjustments are being made to the form

Accomplishments:

- Meeting held with BFD to discuss a joining recruit academy starting in January 2025
- Two members attended a mentorship training hosted by the International Association of Fire Chief
- Three members attended the Indiana Emergency Response Conference hosted by the Indiana Fire Chiefs
- Total Training hours for September: 1,603.00
 - Company Training: 1,050.00
 - Recruit School 005: 550.00

Planned Activities:

- Fire and Life Safety Public Educator Course at MADE in Plainfield, five members attending – November 12-15
- Volunteer Recruitment and Retention Course in Kendallville, IN November 9-10.

f. Community Risk Reduction

Chief Dustin Dillard updated the board on Community Risk Reduction.

Current Situation:

- Fire Prevention Month is underway
- Working with SCCAP (South Central Community Action Program) on Navigator program
- Providing information to Wayne County (Richmond) about STRIDE partnership

Accomplishments:

- Completed Fire Prevention Details at Ellettsville Fall Festival, Pridefest, NAMI Walk, Paint the Town Purple, Sherwood Oaks Pre-K, Fowler Pumpkin Patch, and Peden Farms with over 2,600 children and adult members of the community contacted
- Completed 29 inspections, 1 re-inspection, 4 new constructions inspections, and conducted 6 plan reviews
- Distributed 218 NaloxBoxes to the public

Planned Activities:

- Heroes Day at the Hoosier Hills Book Fair – October 20
- Continued school visits at local elementary schools throughout October
- Trick or Treating at all MFD Stations
 - Benton Township Trustee will hold annual event at Station 24 on Halloween

g. Administrative Report

Chief Dustin Dillard updated the board on Administration

Current Activities:

- Working with Capstone and Bill C Brown on all 2025 Policy Renewals
- Monitoring the EMS billing process
- Award bid for Station 26 process

Accomplishments:

- September EMS revenues transferred to general fund \$5,646.71
- 2023 Audit completed – we have received the final report

Planned Activities:

- Looking at dates with DNR to reschedule the 5k
- 2025 MFPD Budget adoption – Monday, October 28th at 5:00pm in the Nat U Hill Room of the Courthouse
- Attending Volunteer Recruitment & Retention course in Kendallville, IN – November 9-10

Personnel Report:

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

Long discussion.

UNFINISHED BUSINESS

a. Station 26 Award

Legal Counsel, Christine Bartlett begins by stating we received two bids for Station 26. One bid from Boldin Constructions Group with the amount of \$993,596.00 and the second bid from Fox Construction Company Inc with the amount of \$978,000.00.

Legal Counsel elaborates stating that Fox Construction Company Inc bid was fully responsive and included everything requested of them. With that, the recommendation would be to go with the lowest responsible and responsive bidder which would be Fox Construction Company Inc at \$978,000.00.

Fiscal Officer Michael Baker made a motion to accept the Fox Construction Company Inc bid.

Trustee Kevin Robling 2nd

Motion Passed 7-0

Trustee Kevin Robling asked if Boldin Construction Group is local, as Fox Construction Company Group Inc is. Administrative Assistant Tammy Bovenschen indicates that both companies are local.

There was a lengthy discussion about the next process of Station 26 build.

NEW BUSINESS

a. Logistics Building – New Roof

Deputy Chief Bill Tusing starts by explaining that we currently have shingles on the Logistics Building and are trying to get away from that. Over the years, they've had to repair shingles 3-4 times, as it's so windy. With that, Deputy Chief Bill Tusing states they'd like to switch to an all metal roof through JMMA Roofing Construction for \$14,995.00.

Chair Vicky Sorenson made a motion to approve the Logistics Building – New Metal Roof through JMMA for \$14,995.00.

Vice-Chair Mark Kruzan 2nd

Motion Passed 7-0

Trustee Kevin Robling asked how old the Logistics Building is. Deputy Chief Bill Tusing and Deputy Chief George Cornwell estimate late 80's early 90's.

Fiscal Officer Michael Baker asked if the roofs are comparable in their guarantees. Deputy Chief Bill Tusing states that JMMA has a 5-year workmanship.

Long discussion regarding comparisons of other contractors and pricing.

b. Discussion of December Meeting Date

Chair Vicky Sorenson gives a brief overview of how the December meeting was held last year. With that, it's recommended that we move our December meeting to the normal second Wednesday of the month to ensure MFD personnel time to effectively gather all materials for the meeting.

Vice-Chair Mark Kruzan made a motion to move the December meeting date to the second Wednesday of the month, 12/11/2024.

Trustee Kevin Robling 2nd

Motion Passed 7-0

c. Merit Commission Legislation

Legal Counsel Christine Bartlett gives a preview of what will be shared in the November 13th board meeting. This is a new resolution that is a legal requirement previously existed for Fire Departments and now extended to Fire Territories and Fire Districts. Legal Counsel provides two potential resolutions to the board, one is to establish a Merit Commission and one is to reject the Merit Commission and Merit System. Legal Counsel elaborates stating that it's two variations of what we're already doing; however, the law allows us to do it in a couple different ways. The third alternative (that isn't recommended) would be we don't take any action.

Chief Dillard explained that he would like to have personnel have an input on this item and would like to have time to explain to all career personnel. Chief Dillard will bring a recommendation back to the board in November based on the information he gathers from career personnel.

FINANCIALS

a. Financial – Claims

Financial Assistant Lorie Robinson presented claims signed September 27 & 30, 2024.

Trustee Kevin Robling made a motion to approve the claims for September 2024 as presented.

Vice-Chair Mark Kruzan 2nd

Motion Passed 7-0

b. Payroll

Administrative Assistant Tammy Bovenschen presented the September monthly payrolls for approval included September 5th, 15th, and 30th, 2024.

Trustee Kevin Robling made a motion to approve the payrolls for September 2024 as presented.

Vice-Chair Mark Kruzan 2nd

Motion Passed 7-0

c. Financial – Statement

Financial Assistant Lorie Robinson stated that we have spent 65% for the General Fund and 50% for the Cumulative Fund for 2024, we could have expended up to 75% currently.

Trustee Robling made a motion to approve the Financial Statement as presented for September 30th, 2024.

Vice-Chair Mark Kruzan 2nd

Motion Passed 7-0

ADDITIONAL COMMENTS

No additional comments at this time.

NEXT MEETING

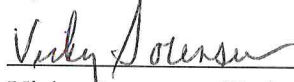
Chair Sorensen stated that the next meeting will be in person on November 13th, 2024 at Station 21, located at 9094 S Strain Ridge Road, Bloomington, IN. The meeting will also be held via zoom.

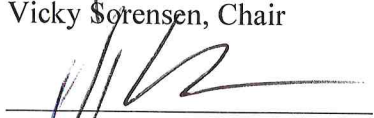
ADJOURN


Chair Vickey Sorenson made a motion to adjourn at 7:30p.m.

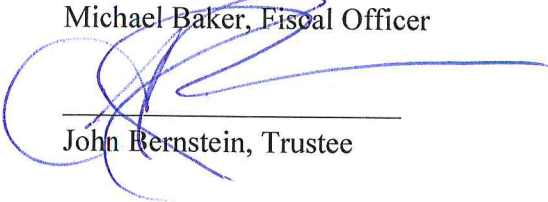
Minutes approved by the board of trustees on November 13th, 2024:


Aye:

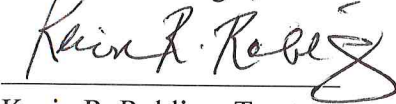

Vicky Sorensen, Chair



Mark Kruzan, Vice-Chair


Michael Baker, Fiscal Officer


John Bernstein, Trustee


Christina Courtright, Trustee


Kevin R. Robling, Trustee


Dan Vest, Trustee

Nye:

Vicky Sorensen, Chair

Mark Kruzan, Vice-Chair

Michael Baker, Fiscal Officer

John Bernstein, Trustee

Christina Courtright, Trustee

Kevin R. Robling, Trustee

Dan Vest, Trustee

Copy furnished:

Mrs. Vicky Sorensen, Chair
Mr. Michael Baker, Fiscal Officer
Ms. Christina Courtright, Trustee
Mr. Daniel Vest, Trustee
Mr. David Ferguson, Legal Counsel
Headquarters, Bulletin Board
Station No. 22, Bulletin Board
Station No. 24, Bulletin Board
Station No. 29, Bulletin Board

Mr. Mark Kruzan, Vice-Chair
Mr. John Bernstein, Trustee
Mr. Kevin R. Robling, Trustee
Mr. Dustin Dillard, Fire Chief
Mrs. Christine Bartlett, Legal Counsel
Station No. 21, Bulletin Board
Station No. 23, Bulletin Board
Station No. 25, Bulletin Board
Station No. 39, Bulletin Board