



# 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 6:02p.m. EST Wednesday, January 10, 2024. The meeting was held in person at Station 21, located at 9094 S. Strain Ridge Road, 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, Fiscal Officer
- Christina Courtright, Trustee
- Kevin R. Robling, Trustee – via Zoom

Those absent were as follows:

- Dan Vest, Trustee

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

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**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 changes or amendments to the agenda. Mrs. Bovenschen reported no changes to the agenda.

## **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.

## **ELECTION OF OFFICERS**

Due to technical difficulties with Zoom – Trustee Kevin R. Robling could not participate in the election of officers.

Trustee Kruzan nominated Vicky Sorensen as Chair  
Trustee Courtright 2<sup>nd</sup>  
No other nominations  
Motion passed 4-0

Chair Sorensen nominated Mark Kruzan as Vice-Chair  
Trustee Courtright 2<sup>nd</sup>  
No other nominations  
Motion passed 4-0

Vice-Chair Kruzan nominated Michael Baker as Fiscal Officer  
Trustee Courtright 2<sup>nd</sup>  
No other nominations  
Motion passed 4-0

Zoom video and audio issues were corrected at this time.

## **MINUTES OF PREVIOUS MEETING**

Minutes from the December 13 and 20, 2023 regular meetings were presented to the board for approval.  
Trustee Robling made a motion to approve the minutes of December 13 and 20, 2023.  
Vice-Chair Kruzan 2<sup>nd</sup>  
Roll call vote taken  
Baker – Yes, Courtright – Yes, Robling – Yes, Kruzan – Yes, Sorensen – Yes  
Motion passed 5-0

## **UNFINISHED BUSINESS**

There was no unfinished business from last month.

## **DEPARTMENT UPDATES**

### **Department Updates**

#### **a. Legal Updates**

Legal Counsel, Christine Bartlett stated that she has been working with the Chief and Administration on the ambulance billing contract. Legal Counsel has made a few changes and waiting to hear back.

<b>b. Statistics</b>	<b><u>Nov 2023</u></b>	<b><u>Dec 2023</u></b>
<b>TOTAL Emergency Calls</b>	<b>371</b>	<b>333</b>
Fire Calls	39	9
<i>Structure</i>	5	4
<i>Vehicle</i>	4	0
<i>Wildland</i>	17	3
<i>Other</i>	13	2
Over Pressure Rupture, Explosion, Overheat	1	0
EMS Calls	209	206
<i>Medical</i>	136	130
<i>EMS Crew Assist</i>	43	52
<i>Motor Vehicle Accidents</i>	30	24
Hazardous Conditions	23	23
Service Calls	40	38
Good Intent Calls	33	41
False Alarms	19	16
Severe Weather	0	0
Special Incidents	7	0
 <b>Incidents by Township</b>	 <b>327</b>	 <b>284</b>
Benton	20	20
Bloomington	26	13
Clear Creek	35	44
Indian Creek	3	8
Perry	104	95
Van Buren	122	93
Washington	17	11
 <b>Incidents – Contracted Townships</b>	 <b>18</b>	 <b>21</b>
Polk	4	2
Salt Creek	14	19
 <b>Incidents by Aid Given</b>	 <b>26</b>	 <b>28</b>
Bean Blossom	1	1
Bloomington City	1	2
Ellettsville	4	5
Richland Township (EFD)	10	17
Greene County	9	2
Lawrence County	0	0
Brown County	1	0
Owen County	0	1
Morgan County	0	0

EFD AID Received – December	39
AID Received - Year to Date	147

Average Response (dispatch to arrival on scene)	7 min 45 sec	7 min 53 sec
Average Turnout (dispatch to enroute)	1 min 07 sec	1 min 03 sec
Average Time on Scene	32 min 25 sec	22 min 53 sec

SOR (Statements of Refusal) signed: 6

### 2023 Yearly Statistics

	<u>2022</u>	<u>2023</u>
<b>TOTAL Emergency Calls</b>	<b>4,432</b>	<b>4,330</b>
Fire Calls	247	256
<i>Structure</i>	79	69
<i>Vehicle</i>	26	36
<i>Wildland</i>	95	92
<i>Other</i>	47	59
Over Pressure Rupture, Explosion, Overheat	6	8
EMS Calls	2,948	2,581
<i>Medical</i>	1,904	1,566
<i>EMS Crew Assist</i>	764	708
<i>Motor Vehicle Accidents</i>	280	307
Hazardous Conditions	169	231
Service Calls	426	490
Good Intent Calls	376	476
False Alarms	240	252
Severe Weather	2	12
Special Incidents	18	24
<b>Incidents by Township</b>	<b>4,030</b>	<b>3,800</b>
Benton	233	265
Bloomington	410	300
Clear Creek	430	422
Indian Creek	100	104
Perry	1,063	1,138
Van Buren	1,548	1,423
Washington	246	148
<b>Incidents – Contracted Townships</b>	<b>247</b>	<b>250</b>
Polk	73	48
Salt Creek	174	202
<b>Incidents by Aid Given</b>	<b>155</b>	<b>278</b>
Bean Blossom	8	9
Bloomington City	36	50

Ellettsville	26	68
Richland Township (EFD)	26	108
Greene County	50	36
Lawrence County	6	3
Brown County	3	0
Owen County	0	3
Morgan County	0	1

**EFD AID Received – 486**  
**AID Received - Year to Date 150**

Average Response (dispatch to arrival on scene)	7 min 21 sec	7 min 21 sec
Average Turnout (dispatch to enroute)	1 min 03 sec	1 min 07 sec
Average Time on Scene	32 min 32 sec	32 min 05 sec

**SOR (Statements of Refusal) signed: 56**

Vice-Chair Kruzan asked if we were surprised with any of the yearly numbers. Deputy Chief Bright stated that he was surprised with the number of fires we had in 2023 as well as the number of EMS calls we respond. Assistant Chief Combs also explained that the AVL (actual vehicle location) sends the closest apparatus to the scene based on their location.

#### **c. Emergency Medical Services – Special Operations**

Deputy Chief Bright updated the board on EMS/Special Operations

Current Situation:

- Separating ambulance equipment for individual trucks
- Bio-medical checks for defibrillators and suction units

Accomplishments:

- 2<sup>nd</sup> Brush/EMS squad combination in service
- Received contract from ambulance billing service provider and forwarded to legal counsel

Planned Activities:

- Work with ambulance billing company to establish Medicare and Medicaid number
- Schedule a follow-up meeting with IU Lifeline

#### **d. Operations**

Deputy Chief Cornwell updated the board on Operations

Current Situation:

- Working on a Mutual Aid Agreement with Martinsville on Hazardous Materials Response
- Working on the 2024 Bloomington Speedway Contract

Accomplishments:

- All documentation for 2024 FDIC held April 15-20, 2024 has been submitted
- Work Orders completed 25, Minor 11, Moderate 08 and Major 06

Planned Activities:

- Working on adding and updating district SOG's
- Updating equipment wants and needs list

Fiscal Officer Baker asked who is responsible to maintain fire hydrants in the districts area? Deputy Chief Cornwell stated that it is the water company's responsibility. Fiscal Officer explained how he had met the Martinsville Fire Chief last year and he had showed him a machine that was used to clean the fire hydrants.

**e. Training**

Assistant Chief Deckard updated the board on Training:

Current Situation:

- Planning for Aerial and pumper certification class
- Finalizing the 2023 training report

Accomplishments:

- Total Training hours for December: 1,917.50
  - Full Time Personnel: 1,559.00
  - Part Time Personnel: 312.75
  - Volunteer/Substitutes: 45.75

Planned Activities:

- Gas Pipeline annual safety awareness training is February 1
- Railroad Hazmat Awareness class to be held at NWSC Crane on January 27

**f. Community Risk Reduction**

Deputy Chief Coover updated the board on Community Risk Reduction.

Current Situation:

- Scheduling training for the potential of a Mobile Crisis Response Team as a partnership with the Indiana Department of Health and Center Stone

Accomplishments:

- Completed
  - 10 inspections
  - 42 re-inspections
  - 10 new construction inspections
  - Three plan reviews
  - Added 11 new occupancies

Planned Activities:

- Provide a presentation to the Department of Children Services of Monroe County in early April based on youth involved fires trends and indicators

Chair Sorensen asked about the Mobile Crisis Response Team. Deputy Chief Coover explained we would help to train peers and would go out on calls when requested or needed.

**g. Administrative Report**

Chief Dillard and Assistant Chief Combs updated the board on Administrative activities:

Current Activities:

- Full-time hiring process has begun – applications to reserve a seat for testing is open until January 31. Currently have over 100 applicants. We are hiring lateral transfers, certified firefighters and for the first time, non-certified firefighters.

Vice-Chair Kruzan asked how we advertise for hiring firefighters. Assistant Chief Combs explained that we have pushed it out on all social media outlets, State websites, emails and of course our web site. Vice-Chair Kruzan asked how many of the current applicants are from Monroe County or surrounding counties. Assistant Chief Combs stated that currently they are fairly equal as out of Monroe County and surrounding counties as well.

- Working with Community Risk Reduction to develop a Fire Inspection Program to meet the needs of the community where voids existed prior to having a Fire Marshal

Accomplishments:

- Station 81 joint staffing began January 1, 2024 with Ellettsville Fire. Chief Dillard explained that by dual staffing station 81 with two MFD employees and two EFD employees. Joint staffing this station will help with all calls in that area.

Vice-Chair Kruzan asked if there was a written agreement between EFD and MFD. Chief Dillard explained that we have an MOU for this year. Vice-Chair Kruzan asked if the Board had seen the MOU or signed off on the placement of firefighters at the EFD station. Vice-Chair Kruzan stated that he felt that this would be something the Board should have looked at prior to committing our firefighters to another department. Chief Dillard explained that no the board had not reviewed the MOU. Chief Dillard explained that the MOU outlined how the two departments would be working together. Chief Dillard stated that if we feel this isn't what is best for citizens of the fire district, he could pull our staffing out immediately and EFD would go back to a two-person house at Station 81.

- Septic Permit for Station 26 – new samples and have been sent off to the lab. We hope to have back by the end of February
  - Met with architect about raising the ceiling on the building. This would allow for future growth when needed
  - Chief Dillard explained that the building lot was heavily used during the building of I69 and there was a lot of dirt movement causing soil concerns
- Rainy Day fund transfer was completed
- Door Clearance warning device has been installed at Station 29

Vice-Chair Kruzan asked what the station alert system is. IT Specialist explained how our station alert systems work. This is a system of lights, bells, speakers and dispatch that all help alert our firefighters when calls come in. There will also be alerts for when the crews are outside working. The plan is to implement these alert systems in all MFD buildings.

Planned Activities:

- January 16, 2024 we will host a ceremony honoring Recruit Class 003 and formally ending their probationary period at Station 25 beginning at 6pm
- Annual Awards Dinner will be held on February 2 & 3 at the Monroe County Fairgrounds Community Building
- We are completing a video inventory of all MFD Stations and contents

Personnel Report:

- Hiring – 0
- Promotions – 0
- Hiring - 2
- Resignations – 0

## **NEW BUSINESS**

### **a. Year End Encumbrances**

Financial Assistant Robinson explained that year end encumbrances are items that we had ordered in 2023 that were not received in 2023.

Financial Assistant Robinson explained that we are going to encumber \$277,132.89 from the 2023 Cumulative fund into the 2024 Cumulative fund budget and \$11,324.91 from the 2023 General fund into the 2024 General fund budget.

## **FINANCIALS**

### **a. Financial – Claims**

Financial Assistant Robinson presented claims signed December 11, 21, 28 and 31, 2023.



Vice-Chair Kruzan made a motion to approve the claims for December 2023 as presented.

Fiscal Officer Baker 2<sup>nd</sup>

Roll call vote was taken

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

Motion passed 5-0

**b. Payroll**

Included in the December payrolls were Board quarterly pay, incentives and the semi-monthly payrolls.

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

Trustee Courtright 2<sup>nd</sup>

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

Motion passed 5-0

**c. Financial – Statement**

Financial Assistant Robinson stated that we have spent 85.1% for the General Fund and 64% for the Cumulative Fund for 2023.

Trustee Courtright made a motion to approve the Financial Statement as presented for December 31, 2023.

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

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

Motion passed 5-0

**ADDITIONAL COMMENTS**

There were no additional comments.

**NEXT MEETING**

Chair Sorensen stated that the next meeting will be in person on February 14, 2024 at Station 25, located at 5081 N. Old State Road 37, Bloomington, IN. The meeting will also be held via zoom.

**ADJOURN**

Chair Sorensen called for a motion to adjourn.

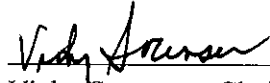
Vice-Chair Kruzan made a motion to adjourn at 6:50pm

Fiscal Officer Baker 2<sup>nd</sup>

Motion passed 4-0

Minutes approved by the board of trustees on February 14, 2024:

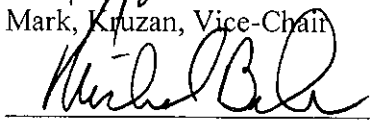
Aye:



Vicky Sorensen, Chair



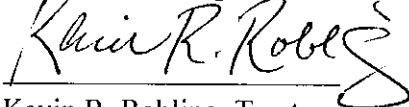
Mark Kruzan, Vice-Chair



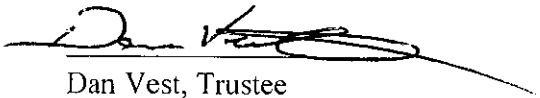
Michael Baker, Fiscal Officer



Christina Courtright, Trustee



Kevin R. Robling, Trustee



Dan Vest, Trustee

Nye:

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Vicky Sorensen, Chair

\_\_\_\_\_  
Mark Kruzan, Vice-Chair

\_\_\_\_\_  
Michael Baker, Fiscal Officer

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Christina Courtright, Trustee

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Kevin R. Robling, Trustee

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

Copy furnished:

Mrs. Vicky Sorensen, Chair  
Mr. Michael Baker, Fiscal Officer  
Mr. Kevin R. Robling, Trustee  
Mr. Dustin Dillard, Fire Chief  
Mrs. Christine Bartlett, 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  
Ms. Christina Courtright, Trustee  
Mr. Daniel Vest, Trustee  
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