



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, May 10, 2023. 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. Robinson 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
- C. Ed Brown, Fiscal Officer
- Christina Courtright, Trustee
- Michael Baker, Trustee
- Kevin Robling, Trustee
- Dan Vest, Trustee

Those absent were as follows: Mark Kruzan, Vice-Chair

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
- Christine Bartlett, Attorney, Ferguson Law
- Lorie Robinson, Financial Assistant
- Darrell Cooper, IT Specialist
- Capt. Jeff Bailey, MFD – Fleet Manager via Zoom

CHANGES OR AMENDMENTS TO THE AGENDA

Chair Sorensen stated that there were two additions to the agenda. Under New Business, Item G – Promotions and Item H – Ambulance prepayment.

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

Trustee Robling made a motion to approve the changes to the Agenda as presented.
Trustee Vest 2nd
Motion passed 6-0

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.

MINUTES OF PREVIOUS MEETING

Minutes from the April 12, 2023 regular meeting, were presented to the board for approval. Chair Sorensen asked for a motion to approve the minutes.

Trustee Robling made a motion to approve the minutes of April 12, 2023 as presented.
Fiscal Officer Brown 2nd
Motion passed 5-0
Chair Sorensen abstained since she was not able to attend the April meeting.

UNFINISHED BUSINESS

a. Tactical Gear Purchase

Deputy Chief Cornwell presented the board with quotes for tactical gear purchases needed for the upcoming drill at Muscatatuck. Team Wendy quote is for 9 tactical gear helmets in the amount of \$2,745.75.

Trustee Vest asked how often these helmets are used. Deputy Chief Cornwell stated that these helmets have multiple uses and can be used for rope rescue, confined space training. Trustee Robling asked why this item was listed under unfinished business as he didn't remember discussing it last month. Deputy Chief Cornwell explained last month the quotes were not received prior to the meeting so the item was moved to unfinished business for this month. Trustee Robling asked if this was the only quote for helmets. Deputy Chief Cornwell explained that we had priced several different helmets last year and Team Wendy came in with the lowest bid. This year they have given us the same helmets at just a slight increase in pricing. Chair Sorensen asked if the MES quote was for something different. Deputy Chief Cornwell explained that the quote from MES is for tactical gear clothing.

Fiscal Officer Brown made a motion to accept the Team Wendy quote for 9 tactical gear helmets in the amount of \$2,745.75
Trustee Robling 2nd
Motion passed 6-0

Deputy Chief Cornwell presented the quote for the tactical gear purchase from MES. This is for 11 sets of pants and jackets. Each set will have a Velcro name tag so that this gear can be used by other individuals.

Fiscal Officer Brown made a motion to approve the purchase of 11 sets of tactical gear from MES in the amount of \$1,084.00

Trustee Robling 2nd

Trustee Courtright asked if there were other uses for this gear besides this training? Deputy Chief Cornwell stated that yes, they could be used for other things such as rope rescue and confined space.

Motion passed 6-0

NEW BUSINESS

Department Updates

a. Legal Updates

Legal Counsel, Mrs. Bartlett stated that the deed work is still not yet completed. Counsel Bartlett reviewed the situation with the board as to why it is taking such a long time to get this processed.

Counsel Bartlett stated that the issues have been with individual property owners adjacent to the property lines. One property owner owns multiple parcels that he had combined several years ago. The county has requested that he undo the parcels and then once the property lines are completed, he can recombine all of his parcels.

Trustee Robling asked if the citizen is willing to undue all of his parcels? Counsel Bartlett stated that she didn't know of any issues yet with the request the County has made.

Trustee Robling asked what if there is an issue and the citizen does not want to undo his parcels. Counsel Bartlett stated that she does not see this happening as the individual will get more property than he currently has when this is finalized. Counsel Bartlett stated that if he doesn't, it will take longer, but the District would end up with more property.

b. Statistics

	<u>Mar 2023</u>	<u>Apr 2023</u>
TOTAL Emergency Calls	338	336
Fire Calls	25	22
<i>Structure</i>	10	9
<i>Vehicle</i>	0	0
<i>Wildland</i>	11	13
<i>Other</i>	4	0
Over Pressure Rupture, Explosion, Overheat	0	1
EMS Calls	204	194
<i>Medical</i>	120	126
<i>EMS Crew Assist</i>	67	42
<i>Motor Vehicle Accidents</i>	17	26
Hazardous Conditions	16	13
Service Calls	38	41
Good Intent Calls	31	53
False Alarms	23	12

Severe Weather	0	0
Special Incidents	1	0
Incidents by Township	294	285
Benton	24	18
Bloomington	29	23
Clear Creek	25	32
Indian Creek	7	9
Perry	88	93
Van Buren	111	99
Washington	10	11
Incidents – Contracted Townships	24	23
Polk	4	4
Salt Creek	20	19
Incidents by Aid Given	20	28
Bean Blossom	0	3
Bloomington City	2	3
Ellettsville	9	9
Richland Township (EFD)	4	10
Greene County	2	1
Lawrence County	1	2
Brown County	0	0
Owen County	1	0
Morgan County	1	0
AID Received - April		13
AID Received - Year to Date		36
Average Response (dispatch to arrival on scene)	8 min 28 sec	8 min 08 sec
Average Turnout (dispatch to enroute)	1 min 15 sec	1 min 10 sec
Average Time on Scene	27 min 19 sec	32 min 40 sec

SOR (Statements of Refusal) signed: 4

Deputy Chief Bright explained that the AID Received doesn't reflect the calls taken by Ellettsville Fire due to the AVL mapping completed with dispatch.

Trustee Courtright asked if a fire begins as a wildland fire and then progress to include a structure, how is the call labeled? Deputy Chief Bright explained that it should be classified as a wildland fire and the structure added as an exposure.

Trustee Robling commented that although it appears that we had better response time and turnout time based on the average, most stations had a lengthier time during the month of April, why is that? Deputy Chief Bright explained that some

of the lengthy response time was due to some road construction making stations that should arrive first having a longer enroute time than normal. Harmony Road specifically was being repaved which didn't allow for Station 29 and 39 to get on scene as quickly as they normally would.

c. Emergency Medical Services – Special Operations

Deputy Chief Bright updated the board on EMS/Special Operations

Current Situation:

- Concluding work on final contract for ambulance purchase
- Working with DC Cornwell on PPE Digital inventory
- Working on Ambulance equipment quotes/acquisitions and partnerships

Accomplishments:

- Biohazard waste program with Monroe Hospital
- Pre-building ambulance meeting at the factory in New Jersey
- Six members attended the Midwest Hazmat Response Conference
- Physicals have been scheduled for late July/August
- Attended ESO/Emergency Reporting meeting at FDIC

Planned Activities:

- Continue to work on ambulance transport process/paperwork
- Continue to work on ambulance billing options
- Equipment imports into our reporting software
- Planning for second quarterly Hazardous Materials Training

Fiscal Officer Brown asked who completes our yearly physicals? Deputy Chief Bright explained that Public Safety Medical is the company that we use for our physicals. They also complete all of our PERF 77 physicals for new hired full-time employees. Trustee Robling asked where the physicals take place. Deputy Chief Bright explained that Public Safety Medical comes to Station 25 and completes all physicals here. Trustee Robling asked if we had looked into using Monroe Hospital for our physicals. Deputy Chief Bright stated that we have spoken with them in the past, however they didn't really have a program set up to complete all of the requirements for our physicals. Deputy Chief Bright stated that we have used IU Hospital in the past, however due to some billing issues we have moved away from them. Deputy Chief Bright explained that we do a cardiac stress test on all firefighters as part of the yearly physical. This test would be scheduled through the district as part of the physical and yet individuals receive personal bills for the test on their own insurance. Public Safety Medical does the stress test in house, so everything is done in one day.

d. Operations

Deputy Chief Cornwell updated the board on Operations

Current Situation:

- Tender 22 is out of service until further notice (pump replacement)
- Rescue 21 – ampkus tools serviced recently – noted a leak, should be in service soon

- Engine 39 and Engine 25 both back in service
- Engine 22 – TNT spreaders were returned today and is now back in service

Accomplishments:

- Met with Genesis Rescue System tools owner during FDIC, tools will be serviced soon
- Fleet: Work Orders: 40 Completed – 28 Open

Planned Activities:

- Lights and console for F150's is scheduled for May 18th & 19th and then May 31st and June 1

Trustee Vest asked if ERS was installing the lights in the new F150's. Chief Dillard stated that Captain Bailey, who is over our fleet maintenance, has another company that he has found to install them. The company is located in Seymour and was around half the cost of what ERS has costed in the past.

Trustee Robling asked what a TNT spreader is. Deputy Chief Cornwell explained that it is a battery-operated tool for auto extrication. Trustee Robling asked how long Tender 22 has been out of service. Deputy Chief Cornwell explained that this was the truck that was damaged during the winter, it has been out of service since November. Chief Dillard reminded the board that this is the truck that went in for transmission repairs and then while at the repair shop the pump was damaged due to weather.

Trustee Robling asked that on future reports it is noted how long something has been out of service.

e. Training

Assistant Chief Tim Deckard introduced himself to the board. He then updated the board on Training:

Current Situation:

- Shifts are completing the following training:
 - On Shift facility training will be completed by the end of the week

Accomplishments:

- 35-40 individuals attended FDIC both classroom training classes and tradeshow in Indianapolis
- Total Training hours for April: 2,704.61
 - Full Time Personnel: 2,183.45
 - Part Time Personnel: 288.30
 - Volunteer/Substitutes: 232.83
- 2 personnel will be attending the Alabama Fire College for a week-long Airport Rescue Firefighter course (ARFF)

Planned Activities:

- MFD along with City of Bloomington Fire and Ellettsville will be joint fire training each quarter for cross training with equipment and personnel

Trustee Courtright asked if the facility training consisted of a live fire training? Assistant Chief Deckard explained that this training is completed in the training tower at Station 25.

f. Community Risk

Deputy Chief Coover updated the board on Community Risk Reduction.

Current Situation:

- Finalizing follow up information to ~~Child Protective Services~~ *Department of Child* and CASA regarding the Safe Haven Baby Box event

Accomplishments:

- Attended Healthapalooza at MCCSC Bloomington High School South utilizing the fire safety trailer and distributed items from the VA Lethal means program (gun safety locks, medication bags)

Planned Activities:

- Met with several agencies on April 19 including DNR, City of Bloomington, Indiana University, Indiana State Police, Monroe Sherriff's Office and EMA concerning the full solar eclipse on April 8, 2024

Trustee Courtright asked Deputy Chief Coover if our employees are required to report to ~~CPS~~. Deputy Chief Coover stated that yes that is our policy.

DCS

DCS Trustee Robling asked what was the follow up information that we had to report to ~~CPS~~ and CASA. Deputy Chief Coover explained that it is standard paperwork that needed to be completed, and since this was a first for everyone, we are working with those agencies so that they are aware of our procedures when this happens. In the future this will be easy for everyone. Chair Sorensen asked about the CASA representative. Deputy Chief Coover stated that the CASA representative just wanted to see the box and understand everything that we do.

g. Administrative Report

Chief Dillard updated the board on Administrative activities:

Current Activities:

- Worked with several of the local elementary schools for field day events
- Assistant Chief Combs, Deputy Chief Cornwell and Deputy Chief Bright finished remapping all fire call types in Monroe County

Accomplishments:

- Financial Assistant Robinson has worked through the insurance claim for Station 22 flood damage and now has a recovery amount of approximately \$32,302 (this is up from their original reimbursement amount of around \$14,000)
- Met with IDHS Director concerning the next level fire fighter training funding and funds they have available for our training facility. IDHS has stated that there is approximately \$100,000 of funding that maybe available to us for our training field

- As a result of the IDHS meeting, we were instructed that we can seek reimbursement for recruit training of our firefighters and paramedics. We will be able to obtain up to \$5,000 for each recruit for their training with a maximum of \$50,000 per year
- MOU completed with IVY Tech to continue our partnership of free credit hours for our firefighters and volunteers

Planned Activities:

- Scheduled dates for the Healthy Results program, are June 19, 20 and 21
- Harrodsburg Heritage Days festival and parade are scheduled for May 19 & 20
- IT Specialist Cooper has worked with crews on the Crash Recovery System software which will help crews with all vehicle schematics for extraction and recovery

Trustee Robling asked about the remapping of fire call types, can you give an example of something that has changed? Chief Dillard gave an example – Oceanic marine emergency changed to marine rescue.

Chair Sorensen asked if we do exit interviews. Trustee Robling asked about departures. Chief Dillard explained that the most recent ones are a retirement and a firefighter that is moving to Speedway Fire, who has spoken to us for about six months concerning his applying at other agencies. Trustee Robling would like to have information about any hiring/firing, retirements or resignations at each monthly meeting.

Trustee Robling also asked about training for electric vehicles. Chief Dillard explained that we have had training on electric vehicles. This is all new training and continues to evolve. Deputy Chief Bright stated that the recent HazMat training that there was a section of the conference dedicated to electric vehicle fires.

NEW BUSINESS

a. Financial – Claims

Financial Assistant Robinson presented claims signed April 7, 11, 12, and 25, 2023
Fiscal Officer Brown made a motion to approve claims for April as presented.

Trustee Robling 2nd

Motion passed 6-0

b. Payroll: Included the semi-monthly payrolls for April 2023.

Fiscal Officer Brown made a motion to approve the payrolls for March 2023 as presented.

Trustee Robling 2nd

Motion passed 6-0

c. Financial – Statement

Financial Assistant Robinson stated that the budget can be spent by 33% for this time of the year, currently we have spent 28.8% for the General Fund and 23% for the Cumulative Fund.

Fiscal Officer Brown made a motion to approve the Certified Financial Statement as presented for April 30, 2023.

Trustee Vest 2nd

Motion passed 6-0

d. New Fund Number for ARPA Grant

Financial Assistant Robinson explained that the money that the County Commissioners has awarded us for the ambulance, we are subrecipient of those funds so we have to set up a fund to receive the money and show where we expended those federal funds.

Fiscal Officer Brown made a motion to approve the new ARPA fund number to receive the funding from the County Commissioners.

Trustee Baker 2nd

Motion passed 6-0

e. Healthy Results Incentive

Chief Dillard explained that this is how we lock in the two-year price for IU Health insurance. The only requirement is that we have 50% of our employees who take the health insurance participate in the program and we must offer them an incentive to participate. In the past two years, we have offered a \$50 incentive to employees who participate. We are requesting the same amount as incentive for this year.

Fiscal Officer Brown made a motion to approve the \$50 incentive for IU Healthy Results.

Trustee Vest 2nd

Motion passed 6-0

f. Merit Promotions

Chief Dillard explained that we completed a merit promotion process recently. Chief Dillard explained that he had met with Union Representatives to discuss the promotional process. When the District merged with NMFT and Van Buren, each department had their own way of promoting and qualifications for each rank. We wanted to give everyone the opportunity to get the required trainings that MFD has set forth. The Union has also asked for a position of Engineer which would be for individuals who are looking to step up to the position of Chauffer or Sergeant. Chief Dillard explained that this would allow the individuals to learn the position and see if it is something they are wanting to step up into that role.

Chief Dillard stated that we will be building into the Salary Ordinance for 2024 the Engineer position. This position is not a merited position currently however Dustin

Newell completed the process and does meet all of the qualifications for the position. Other merited promotions include Chauffer, Sergeant and Lieutenant.

Chief Dillard listed the promotions:

Engineer – FF Dustin Newell
Chauffer – FF Andy Craig
Sergeants – FF Josh Hall and FF Leyton Craig
Lieutenant – FF Adam Branam

Chief Dillard explained the merit promotion process. Based on the recommendations from the Union, the candidates not only sat through interviews they also completed hands on scenarios as part of the interview process.

Fiscal Officer Brown made a motion to approve the merit promotions as listed.
Trustee Robling 2nd

Trustee Robling asked if the Engineer position was a new position, what is the pay increase and how will it affect the budget? Chief Dillard explained that there is no pay increase at this time, however in the 2024 Salary Ordinance we will include what will be “ride-out pay” which will increase the individuals pay for the shift that they “step-up” to perform a different role.

The District will calculate the “ride out” pay for 2024. Trustee Robling asked how many positions we could possibly have in the Engineer position.

Fiscal Officer Brown asked if the other positions listed were open positions or new positions created. Chief Dillard explained that these are just open positions that we did not have filled.

Motion passed 6-0

g. Ambulance Pre-Payment

Chief Dillard explained that the pre-payment for ambulances is a normally a 30% down payment and the company has requested we put a down payment of 7.5% on one ambulance only. This assures the company that we will not back out of the build once it has started. For us to do the pre-payment, it requires the board to approve. The request is for the \$72,300. Trustee Courtright asked if this would be reimbursed to the District from the county funding. Chief Dillard stated that yes it would be reimbursed.

Fiscal Officer Brown made a motion to approve the pre-payment of \$72,300 for the purchase of ambulances.
Trustee Courtright 2nd

Trustee Robling asked how the reimbursement works. Chief Dillard explained that we have an MOU with the County for full reimbursement for funds we spend on the ambulances. We have arranged a rapid reimbursement with the county auditor and the

Commissioners, that we will provide them with the invoice and proof of payment and they will have a check ready for us by their next Commissioners meeting.

Trustee Robling asked about the MOU and is it enforceable? Chief Dillard explained that the MOU was part of the ARPA distribution in December and was presented to the board. Legal Counsel doesn't see any issues with it being enforceable. Fiscal Officer Brown asked if elections would cause any issues with the MOU. Deputy Chief Bright explained that chassis should be completed by September. Chief Dillard has expressed to the County that we would be needing the funding back very rapidly. Fiscal Assistant Robinson stated that the county does have the ARPA funding already and that once we produce the invoices, they will be able to process the payments so quickly. The county will require proof of payment from us prior to releasing funds.

Motion passed 6-0

ADDITIONAL COMMENTS

Chair Sorensen congratulated Chief Dillard on 18 years with the fire service. Chair Sorensen also thanked the crew that assisted her in the removal of a bird's nest from her home.

NEXT MEETING

Chair Sorensen stated that the next meeting will be in person on June 14, 2023, 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.
Trustee Robling made a motion to adjourn at 7:20 pm
Motion passed 6-0

Minutes approved by the board of trustees on June 14, 2023:

Aye:



Vicky Sorensen, Chair



Mark Kruzan, Vice-Chair

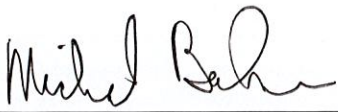
C. Ed Brown, Fiscal Officer

Nye:

Vicky Sorensen, Chair

Mark Kruzan, Vice-Chair

C. Ed Brown, Fiscal Officer




Michael Baker, Trustee



Christina Courtright, Trustee

Kevin R. Robling, Trustee



Dan Vest, Trustee

Michael Baker, Trustee

Christina Courtright, Trustee

Kevin R. Robling, Trustee

Dan Vest, Trustee

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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