



# 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 6:01p.m. EST Wednesday, January 11, 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. 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
- C. Ed Brown, Fiscal Officer
- Dan Vest, Trustee
- Christina Courtright, Trustee
- Michael Baker, Trustee
- Kevin Robling, Trustee

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
- JJ McWhorter, Assistant Chief, Training
- Jeffrey Combs, Captain
- Jason Allen, Battalion Chief
- Christine Bartlett, Attorney, Ferguson Law
- Lorie Robinson, Financial Assistant
- Darrell Cooper, IT Specialist
- Joe McWhorter Sr, MFD Volunteer Association President
- Bryce Williams, Lieutenant MFD
- Joel Bomgardner, Administrative Assistant Chief, via Zoom

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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 amendments or changes to the agenda. There were no changes or amendments 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 were no public members requesting to speak.

## **ELECTION OF OFFICERS**

Trustee Kruzan nominated Vicky Sorensen as Chair

Trustee Robling 2<sup>nd</sup>

No other nominations

Motion passed 7-0

Trustee Robling nominated Mark Kruzan as Vice-Chair

Trustee Vest 2<sup>nd</sup>

No other nominations

Motion passed 7-0

Trustee Robling nominated Ed Brown as Fiscal Officer

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

No other nominations

Motion passed 7-0

## **MINUTES OF PREVIOUS MEETING**

Minutes from the December 14, 2022 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 December 14, 2022 as presented.

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

Motion passed 7-0

## **UNFINISHED BUSINESS**

### **a. MFD Board Bylaws**

Chair Sorensen asked if we needed to vote again this evening on the Bylaws.

Administrative Assistant Bovenschen stated that at the December meeting they voted to amend the Bylaws of Article II, Section 2.3 Boundaries to include Benton and Washington township as part of the District. The board now need to vote to adopt the bylaws with the amendment.

Fiscal Officer Brown made a motion to approve the by By-laws with the amendment as presented.

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

Trustee Courtright asked if the vote was to approve the By-Laws as amended or to approve the amendment. Chief Dillard reviewed the minutes from the December meeting which approved the amendment of the township boundaries, this vote would be for the approval of the By-Laws.

Motion passed 7-0

Chair Sorensen mentioned to the Board that she had mentioned to Administrative Assistant Bovenschen that there was a discussion concerning the Salary Ordinance that we were to follow up on in January. Administrative Assistant Bovenschen explained to Chair Sorensen that Trustee Vest and Chief Dillard were still discussing the wording changes and we will follow up at the February meeting.

## NEW BUSINESS

### Department Updates

#### a. Legal Updates

Legal Counsel, Mrs. Bartlett stated that the subdivision of the property for the Benton Township station has been completed and resubmitted to the County for approval. Counsel Bartlett stated that it has been reviewed by the Highway department and the Survey department however the Planning department has not yet reviewed.

#### b. Statistics

	<u>December 2022</u>	<u>YTD</u>
<b>TOTAL Emergency Calls</b>	<b>368</b>	<b>4432</b>
Fire Calls	16	247
<i>Structure</i>	7	79
<i>Vehicle</i>	2	26
<i>Wildland</i>	3	95
<i>Other</i>	4	47
Over Pressure Rupture, Explosion, Overheat	0	6
EMS Calls	218	2948
<i>Medical</i>	148	1904
<i>EMS Crew Assist</i>	51	764
<i>Motor Vehicle Accidents</i>	19	280
Hazardous Conditions	7	169
Service Calls	63	426
Good Intent Calls	39	376
False Alarms	25	240
Severe Weather	0	2
Special Incidents	0	18
<b>Incidents by Township</b>	<b>334</b>	<b>4030</b>
Benton	24	233
Bloomington	31	410
Clear Creek	32	430
Indian Creek	10	100
Perry	102	1063
Van Buren	123	1548

Washington	12	246
<b>Incidents – Contracted Townships</b>	<b>17</b>	<b>247</b>
Polk	4	73
Salt Creek	13	174
<b>Incidents by Aid Given</b>	<b>17</b>	<b>155</b>
Bean Blossom	2	8
Bloomington City	1	36
Ellettsville	4	26
Richland Township (EFD)	7	26
Greene County	3	50
Lawrence County	0	6
Brown County	0	3
Owen County	0	0
Morgan County	0	0
<b>AID Received - December</b>	<b>2</b>	<b>YTD 29</b>
Average Response (dispatch to arrival on scene)	7 min 17 sec	7 min 21 sec
Average Turnout (dispatch to enroute)	1 min 09 sec	1 min 03 sec
Average Time on Scene	22 min 01 sec	32 min 32 sec

**SOR (Statements of Refusal) signed: 2 50**

Trustee Robling stated that by the statistics, 8.3% of the 2022 calls were fire related calls and 91.7% of the calls were EMS related calls. How does that compare in the State or Nationally? Based on the statistics it seems we are an emergency medical services department more than a fire department. Deputy Chief Bright stated that fire calls are distributed within other call types listed, such as hazardous condition, that is a call that the fire department would respond to. Deputy Chief Bright stated that for 2022, 67% of calls were EMS calls while 33% of the calls were all other categories. Trustee Robling asked if that is the standard for fire departments. Deputy Chief Bright stated that we are actually lower than comparable fire departments. Some are running at 80-85% EMS calls some even more.

Chair Sorensen asked if we are on scene and someone states they are fine and refuses care, then if something happened, could they come back and sue the district? Deputy Chief Bright stated that is why we do the SOR report and we make them sign their refusal for service. Legal Counsel stated that we are very well protected.

Trustee Vest asked when is a call considered a call? If you are dispatched and disregarded, does that count as a call? Deputy Chief Bright stated that once dispatched, it is given a run number and is now considered a call. Chief Dillard

stated that those calls that are disregarded show up in the Good Intent Call category.

Vice-Chair Kruzan asked if false alarms have gone up or are they similar from year to year? Vice-Chair Kruzan asked if there are any locations that are repeat offenders? Deputy Chief Coover stated that there are locations that do have multiple calls and that the District works with those locations to help them to correct the reasons for the false-alarm calls. Vice-Chair Kruzan asked if there is fine for repeat offenders, Deputy Chief Coover stated that currently there is not, however he reminded the board that he is working on a fire ordinance which would allow us to collect fine money for infractions such as this.

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

Deputy Chief Bright updated the board on the current situations:

- Currently no one out with COVID
- Work has started on the HazMat Truck at Station 25

Accomplishments:

- Vaccination clinic was held at Station 21 and 25
- All gas meters approved by board have been received
- Radiation meter has arrived from the State and is in service at Station 25

Planned Activities:

- Renew District BLS Non-Transport Certification
- New Meter training and placing in service

**d. Operations**

Deputy Chief Cornwell updated the board on the current situations:

- Engine 22 (NEW) is at Fire Service in Indianapolis
- Tender 22 is at Crossroads for repairs

Accomplishments:

- The two new FORD F150's arrived
- ~~Work Orders: 43 Completed – 9 Open~~

Planned Activities:

- Operation's Chiefs will be participating in the upcoming recruit academy along with multiple firefighters

Trustee Robling asked if we have in house mechanics and are they firefighters? Deputy Chief Cornwell stated that yes, we have in house mechanics. Captain Jeff Bailey is our fleet shop manager, he determines what needs to happen with all apparatus, deciding where they need to be sent, which trucks need to be handled first. Our second person is FF Travin Craig, and he handles the bigger in-house mechanic work that can be done. Deputy Chief Cornwell stated that the process these two have begun with work orders and maintenance record keeping has been a tremendous help and has given everyone a better understanding of what trucks need service. Trustee Robling asked if we do in-house oil changes? Deputy Chief Cornwell stated that yes, they do all large apparatus oil changes.

**e. Training**

Assistant Chief McWhorter updated the board on training:

Current Situation:

- Shifts are completing the following OSHA required classes:
  - Bloodborne pathogens
  - Lockout tagout
  - Ladder safety
  - Accident awareness
  - EMS training
- Current Situation:
  - Total Training hours for December: 2,782.87
    - Full Time Personnel: 2,223.80
    - Part Time Personnel: 293.92
    - Volunteer/Substitutes: 265.15

Planned Activities:

- Live Fire days with the recruit class will be March 1<sup>st</sup> and 2<sup>nd</sup>

Assistant Chief McWhorter invited the board to attend either day of the live fire training at Station 25. Trustee Robling asked Administrative Assistant Bovenschen if she would send out an invite for the Live Fire days. Trustee Courtright stated that if you haven't attended, it is very impressive to see.

**f. Community Risk**

Deputy Chief Coover updated the board on ongoing events.

Current Activities:

- Youth Fire setting Information Repository & Evaluation System (YFIRES) has invited Monroe Fire to provide a presentation at the University of Vincennes on our Youth Fire setting program
- Working with Monroe County Domestic Violence Task Force to start a co-op with electronic repair services to set up a collection of cell phones for domestic violence victims

Accomplishments:

- Successfully graduated a youth in our YFPI program

Planned Activities:

- Potentially planning to participate in a Media Roundtable on February 13, participating in the Monroe County's 14<sup>th</sup> annual media roundtable.

Chair Sorensen asked Deputy Chief Coover to explain more about a section of his report concerning developing a navigation for citizens who need assistance. Chair Sorensen asked if that isn't something that social services should be doing. Deputy Chief Coover stated that this would be more of training our firefighters to be able to assist should they need to.

Trustee Robling asked if the Safe Haven box had been used. Deputy Chief Coover stated that it has not yet been used. Deputy Chief Coover stated that every Monday it is tested with a test baby to be sure that it is working properly. Chair Sorensen asked Deputy Chief Coover to explain the yearly fee, as we had recently just made a payment. Deputy Chief Coover explained that we are leasing the box, and that if anything should happen to the box, they would come and fix, replace, or repair.

**g. Administrative Report**

Chief Dillard updated the board administrative activities:

Current Activities:

- Updating all salary and benefit elections for all employees

Accomplishments:

- Submitted the FEMA RPA COVID 19 project 2 in the amount of \$138,426.79
- Arranged for Healthy Results program in May for our IU Health plan (this is what locks in the two-year price)
- Worked with County legal to draft an MOU so Monroe County could encumber funds for Ambulances

Planned Activities:

- New hires will begin full-time status when they begin recruit academy January 16. Chief Dillard explained that we recently had a resignation of a firefighter so we have added the next person from the full-time hiring list. Anthony (AJ) Bowers will begin recruit class on January 16

Chief Dillard introduced FF Joe McWhorter Sr as the new president of the Monroe Fire Protection District Volunteers. FF McWhorter Sr is a founding member of the fire department.

Fiscal Officer Brown asked about the salary for the full-time recruits. Chief Dillard explained that there is a probationary FF salary that they will receive until they are off of probation. Chief Dillard explained that for the first 7 weeks they are in the Recruit Academy, once that is completed they will be assigned to a rotation and then will work in one of 4 station houses for approximately 3 months. Officer's will evaluate recruit firefighters daily.

Chair Sorensen thanked Financial Assistant Robinson and Administrative Assistant Bovenschen for all of their hard work.

**NEW BUSINESS**

**a. Financial – Claims**

Financial Assistant Robinson presented claims signed December 6, 8, 15, 28, and 29, 2022. Financial Assistant Robinson noted that on December 15 claims, page 2, the \$25,073 for check number 8154 was actually paid to VFIS.

Fiscal Officer Brown made a motion to approve claims for December with the correction to December 15 claim list.

Trustee Robling 2<sup>nd</sup>  
Motion passed 7-0

- b. Payroll:** Included the semi-monthly payrolls for December 2022. Administrative Assistant Bovenschen presented the payroll. Trustee Robling made a motion to approve the payrolls for December as presented. Vice-Chair Kruzan 2<sup>nd</sup>  
Motion passed 7-0

**c. Financial – Statement**

Financial Assistant Robinson stated that for the 2022 year, the General fund ended with 93% of the budget used. The Cumulative Fund ended with 94% of the budget used. This was the first solid year since the merger. Fiscal Officer Brown asked if the trucks that were purchased were paid from the 2022 or 2023 budget. Financial Assistant Robinson stated that we received them at the very end of the 2022 calendar year and that the funds came from the 2022 budget. Chief Dillard stated that the trucks that had been ordered in 2021 did have an increase in cost once we finally received them, and the State allowance for reduction in cost had gone up, so the final cost was approximately \$7,000 each.

Trustee Robling made a motion to approve the Certified Financial Statement as presented for December 31, 2022.

Trustee Courtright 2<sup>nd</sup>  
Motion passed 7-0

**d. 2023 Encumbrances**

Fiscal Assistant Robinson explained to the board that the request to encumber funds is due to fulfillment delays by manufacturers and for purchase requests and sales orders placed in 2022 that were yet to be fulfilled.

Requested Encumbrances are:

- Cumulative Fund - \$11,420.00 for 2 camper shells for small vehicles
  - \$9,266.65 for 5" hose
- General Fund
  - \$10,647.28 for PERF physicals
  - \$1,481.90 for radio batteries
  - \$2,035.00 for trailer awning
  - \$4,149.60 for hose replacement
  - \$1,230.00 for Bruce garage doors

Trustee Robling asked for clarification, all of these items have been previously approved by the board for purchase in 2022, but have not yet been invoiced or received. Financial Assistant Robinson stated that yes that is correct.

Trustee Robling made a motion to approve encumbrances as presented. Vice-Chair Kruzan 2<sup>nd</sup>  
Motion passed 7-0



**e. Annual Hose Testing Quote**

Captain Combs explained that in 2022 we had Nicholas Fire & Fleet do the annual hose testing for the district. We are seeking to get approval to utilize the same company for 2023. The cost for 2023 is \$10,272.24, this is an increase of only \$219 from 2022. This will test all MFD in service hose for NFPA annual requirements.

Trustee Robling made a motion to approve the quote for annual hose testing in the amount of \$10,272.24  
Vice-Chair Kruzan 2<sup>nd</sup>  
Motion passed 7-0

**f. BioMed Testing Quote**

Deputy Chief Bright explained that BioMed tests are defibrulators, suction units and medical devices. Historically this was provided by IU Health Hospital, however they no longer provide this service. Trustee Courtright asked if BioMed issues a certification or do they issue a report that some other body uses to certify our equipment? Deputy Chief Bright stated that in the past we did not get any report back from IU Health. This company will provide us a report after looking at all equipment. Trustee Robling asked how many items are tested. Deputy Chief Bright stated 40 defibrulators and 18 suction units. Trustee Robling asked if IU Health previously did this for no charge, Deputy Chief Bright stated that yes, it was done at no cost.

Trustee Robling made a motion to approve the quote from BioMed in the amount of \$4,430.00 for medical device certification  
Fiscal Officer Brown 2<sup>nd</sup>  
Motion passed 7-0

Vice-Chair Kruzan thanked the staff for continuing to always be looking for ways to save money. Chief Dillard thanked the staff for all that they do to continue to do what is best for the community. Trustee Courtright thanked the staff for their professionalism in everything the district has done.

Chair Sorensen thanked Assistant Chief Joel Bomgardner for everything he has taught her as a member of the board. Assistant Chief Joel Bomgardner stated that he has enjoyed his time with the District. Congratulations on your retirement.

Chair Sorensen asked for some information on the Awards Ceremony that will be upcoming in early February. Administrative Assistant Bovenschen explained that the event is the same on both evenings, so that all firefighters have an opportunity to attend. Trustee Robling stated that he will be out of state for the event, but would love to see pictures later.

**NEXT MEETING**

Chair Sorensen stated that the next meeting will be in person on February 8, 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.  
Vice-Chair Kruzan made a motion to adjourn at 7:02pm  
Trustee Robling 2<sup>nd</sup>  
Motion passed 7-0

Minutes approved by the board of trustees on February 8, 2023:

Aye:

Nye:

  
\_\_\_\_\_  
Vicky Sorensen, Chair

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Vicky Sorensen, Chair

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

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Mark Kruzan, Vice-Chair

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

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C. Ed Brown, Fiscal Officer

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Michael Baker, Trustee

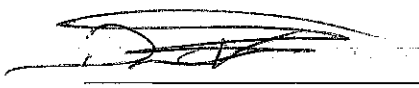
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Michael Baker, Trustee

  
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Christina Courtright, Trustee

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Christina Courtright, Trustee

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Kevin Robling, Trustee

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Kevin Robling, Trustee

  
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Dan Vest, 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. 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