



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, March 8, 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
Christina Courtright, Trustee

Those absent were as follows: Michael Baker, Trustee
Kevin Robling, Trustee
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
Jason Allen, Battalion Chief
Christine Bartlett, Attorney, Ferguson Law
Lorie Robinson, Financial Assistant
Tammy Bovenschen, Administrative Assistant
Darrell Cooper, IT Specialist
Capt. Jeff Bailey, MFD – Fleet Manager
Capt. Mark Mahurin, MFD
FF Josh Hall, MFD
FF Joe Hillenburg, MFD
FF Ross Roberson, MFD
FF Joe McWhorter Sr, MFD Volunteer President

**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. Chair Sorensen asked to add under New Business item g.) Risk Management Revision. Mrs. Bovenschen noted the change.

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.

MINUTES OF PREVIOUS MEETING

Minutes from the February 8, 2023 regular meeting, were presented to the board for approval. Chair Sorensen asked for a motion to approve the minutes.

Fiscal Officer Brown made a motion to approve the minutes of February 8, 2023 as presented.

Vice-Chair Kruzan 2nd

Motion passed 4-0

NEW BUSINESS

Department Updates

a. Legal Updates

Legal Counsel, Mrs. Bartlett stated that the deeds were been dropped off last Monday, however the County is still reviewing the deeds.

b. Statistics

	<u>Jan 2023</u>	<u>Feb 2023</u>
TOTAL Emergency Calls	339	324
Fire Calls	15	17
<i>Structure</i>	9	5
<i>Vehicle</i>	4	1
<i>Wildland</i>	1	8
<i>Other</i>	1	3
Over Pressure Rupture, Explosion, Overheat	2	1
EMS Calls	225	212
<i>Medical</i>	137	134
<i>EMS Crew Assist</i>	71	61
<i>Motor Vehicle Accidents</i>	17	17
Hazardous Conditions	9	14
Service Calls	51	39
Good Intent Calls	23	26
False Alarms	14	15
Severe Weather	0	0
Special Incidents	0	0
 Incidents by Township	 316	 305

Benton	23	14
Bloomington	35	23
Clear Creek	31	31
Indian Creek	6	11
Perry	82	86
Van Buren	126	127
Washington	13	13
Incidents – Contracted Townships	13	13
Polk	3	0
Salt Creek	10	13
Incidents by Aid Given	10	6
Bean Blossom	0	0
Bloomington City	5	1
Ellettsville	1	1
Richland Township (EFD)	1	3
Greene County	3	1
Lawrence County	0	0
Brown County	0	0
Owen County	0	0
Morgan County	0	0
AID Received - February		4
AID Received - Year to Date		5
Average Response (dispatch to arrival on scene)	7 min 24 sec	7 min 23 sec
Average Turnout (dispatch to enroute)	1 min 03 sec	1 min 02 sec
Average Time on Scene	19 min 33 sec	26 min 25 sec

SOR (Statements of Refusal) signed: 8

Vice-Chair Kruzan asked how much pressure do we put on our firefighters to get out earlier on a call (turn out)? Deputy Chief Bright stated that we do not pressure our people to rush, there are expectations that we want to see and we train to meet those expectations.

Trustee Courtright asked how the change with dispatch going to unit specific will affect the or statistics. Deputy Chief Bright stated that the most significant change will come from in rural areas requiring ambulances.

c. Emergency Medical Services – Special Operations

Deputy Chief Bright updated the board on EMS/Special Operations Current Situation:

- Concluding work on the Tactical Support Unit (TSU) which will be utilized at long scenes and is a multipurpose unit. This unit will hold various equipment including spare air bottles
- Currently we have one individual off with COVID

Accomplishments:

- All approved rope equipment has been distributed

Planned Activities:

- Initiate Transport process/paperwork

d. Operations

Deputy Chief Cornwell updated the board on Operations

Current Situation:

- Engine 22 (NEW) is in service

Accomplishments:

- Fleet: Work Orders: 47 Completed – 15 Open

Planned Activities:

- F-150 – lights and radios will be installed in the next 2 weeks - Fleet will take care of this
- Wildland Gear grant update – target date to receive gear is 18 weeks out

e. Training

Chief Dillard updated the board on Training for Assistant Chief McWhorter:

Chief Dillard informed the Board that the Recruit Academy had completed last week. He stated that during the 7-week academy, 30 instructors from within our department helped in some way during training. Chief Dillard stated that this was a very good experience and he appreciated everyone involved.

Current Situation:

- Shifts are completing the following training:
 - Hazardous Materials (spills at motor vehicle accidents)
 - Vehicle Extrication – each station has 3 cars to practice on

Accomplishments:

- Total Training hours for February: 4,528.58
 - Full Time Personnel: 4,008.78
 - Part Time Personnel: 259.80
 - Volunteer/Substitutes: 260.43

Planned Activities:

- CPR class for the annex employees and auxiliary members

f. Community Risk

Deputy Chief Coover updated the board on Community Risk Reduction.

Current Situation:

- Bicentennial Pathway construction has begun on North Old 37

- Case Report of family of 7 in need of assistance we were able to provide information via the data base resources list
- Hoosier Defender June 8-11 with distinguished Visitor Day on June 10 – please let Deputy Chief Coover know if you are planning to attend so that he can build a roster for entry onto the base

Accomplishments:

- Burch Road 169 access gate opener has been installed and is operational. The Board approved \$4300 for the original plan and we completed the project spending only \$1,517.81. A huge thank you to Assistant Chief Combs, Battalion Chief Gillespie, Captain Bailey and firefighters Hazel and Inman for their work to get this accomplished
- Participated in the Nonprofit Alliance of Monroe County making several new connections as additional resources for the community

Planned Activities:

- Initiating a meeting between Building Department, Health Department and MFD regarding unsafe buildings

Chief Coover explained that the family of 7 we helped to provide them access to assistance had recently moved into a home, that needed multiple repairs, however under current codes, county residential buildings are not inspected. The Building Department will look at the exterior of the building and only if it is off by 17 degrees or more is it required that the building must be torn down. In most cases, they can state that the building cannot be occupied until repaired. The Health Department is the only department that can state if a home is unhealthy/unsafe to live in ~ this would be considered if the home had mold, feces, no running water ~ these types of unlivable conditions. Deputy Chief Coover noted that cases are well documented, however due to no forcible codes on county residential buildings, very little can be done.

g. Administrative Report

Chief Dillard updated the board on Administrative activities:

Current Activities:

- Working with Central Dispatch and Ellettsville on AVL (automatic vehicle location) – this is working well and essentially eliminating zones between Ellettsville and the District

Accomplishments:

- 2022 Annual Financial Report was due and submitted February 28

Planned Activities:

- Open House at Station 23 set for March 25 from 1:00-4:00
- Begin more formal review of Station 26 in Washington Township
- Begin working with Ellettsville Fire to plan a dual staff station on Curry Pike with 2 Ellettsville firefighters and 2 MFD firefighters

Chief Dillard explained that utilizing AVL with Ellettsville essentially eliminating all zones between the two departments that the Ellettsville station on Curry Pike

will see a major increase in calls due to its location. As this is a 2-person house, it will benefit both MFD and Ellettsville to work towards making this a 4-person house.

NEW BUSINESS

a. Financial – Claims

Financial Assistant Robinson presented claims signed January 30, February 1, 2, 9, 24 and 27, 2023.

Fiscal Officer Kruzan made a motion to approve claims for January.

Vice-Chair 2nd

Motion passed 4-0

b. Payroll: Included the semi-monthly payrolls for February 2023. Administrative Assistant Bovenschen presented the payroll.

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

Vice-Chair Kruzan 2nd

Motion passed 4-0

c. Financial – Statement

Financial Assistant Robinson stated that the budget can be spent by 17% for this time of the year, currently we have spent 14.9%. Financial Assistant Robinson reminded the board that yearly contractual services come out during the months of January and February. Fiscal Officer Brown asked what are some of those contractual services. Fiscal Assistant Robinson stated things like our Iam Responding software, Target Solutions and Emergency Reporting are just a few.

Fiscal Officer Brown made a motion to approve the Certified Financial Statement as presented for February 28, 2023.

Trustee Courtright 2nd

Motion passed 4-0

d. Ambulance Purchasing

Deputy Chief Bright has spoken with multiple sales agencies concerning the purchasing of four ambulances. He reminded the board that he is looking for four identical refurbished boxes and four new chassis. Deputy Chief Bright has already completed the spec work up for the ambulance purchases and has a bid announcement ready, however, he explained that Public Safety Purchasing Cooperative is a group that the District would have to buy in, but they have locked in pricing from 2021 to 2024. By becoming a participating agency of the cooperative, it takes care of the bidding process for us. Deputy Chief Bright stated that one company he has looked into, SAVVIK currently has first priority pricing locked in until 2024. Deputy Chief Bright is requesting from the board authority to look into the Public Safety Purchasing Cooperative.

Fiscal Officer Brown asked if this would need board approval. Chair Sorensen asked if Deputy Chief Bright is asking for a specific amount to purchase with? Deputy Chief Bright stated that he cannot ask for a specific amount because he will not know pricing until the District is a participating agency of the Cooperative. Once we become a participating agency, we would take our bid specs and they would search nationwide for the best pricing.

Chief Dillard explained that purchasing ambulances and apparatus are not things that you can just purchase locally. Most of these companies are nationwide vendors. By using the Cooperative, we will be able to pick the best competitive bid for the items we are wanting to purchase. Chair Sorensen asked if SAVVIK was the only company Deputy Chief Bright was requesting to work with. Deputy Chief Bright stated that and First Priority Emergency Vehicles. Fiscal Officer Brown stated that by using that many governmental agencies use Cooperatives such as this to get the best pricing available.

Legal Counsel Bartlett explained to the Board that they could designate Deputy Chief Bright as purchaser of however many ambulances through the First Priority Emergency Vehicle Cooperative. Trustee Courtright asked if this meant he would negotiate the pricing and come back to the Board? Legal Counsel Bartlett stated that by designating Deputy Chief Bright as purchaser it would allow him to complete the purchase without coming back to the Board. Legal Counsel Bartlett stated another option the board has would be to call a special meeting, which would require a 48-hour legal notice. Vice-Chair asked why we would have to have a 48-hour notice. Legal Counsel Bartlett explained she was stating that if the Board decided to wait for Deputy Chief Bright to get pricing, prior to the next scheduled meeting of the board, and a special meeting had to be called, to authorize the purchase, that legal notice to the newspaper about the special meeting must be advertised 48-hours prior to the meeting.

Deputy Chief Bright explained that the company he is currently speaking with did have 4 matching models for ambulances, and the company has put the District name on them. Vice-Chair Kruzan asked if the price for the ones Deputy Chief Bright is referring to are in the projected savings of 20-30% range. Chief Dillard stated that we are not in any commitment until we have the bottom dollar amount for the purchase.

Chief Dillard stated that what he supports doing is what legal counsel is advising, to let Deputy Chief Bright act as the authorized purchasing agent. If they come back and the final dollar amount is not the savings we are expecting, we can do a special meeting to discuss. Vice-Chair Kruzan stated that the Board could also put a cap on the amount Deputy Chief Bright is authorized to purchase the ambulances with and he could move forward as long as he stays under the authorized purchase amount. Vice-Chair Kruzan asked what dollar amount would we feel comfortable authorizing. Chief Dillard stated that we would have to look at the dollar amount authorized for the entire project, by the county, to determine that amount.

Vice-Chair Kruzan made a motion to allow Deputy Chief Bright the authority to purchase ambulances up to the amount of \$1,100,000.00 with the competitive bid pricing using the Cooperative.

Fiscal Officer Brown 2nd

Motion passed 4-0

e. Fixed Capital Asset Retirement

IT Specialist Cooper spoke to the board concerning the decommission of two items. The first item is a 2005 copier/fax/scanner all in one that is no longer produces good quality copies. The District has already replaced this unit with scanner/printers that work with all others within the District.

The second item a Kenwood Repeater is no longer used or needed by the department. The Clay Township Volunteer Fire Department in Owen County could use the repeater and we would like to donate to them.

Vice-Chair Kruzan made a motion to remove the Kenwood Repeater and 2005 Copier from the asset and inventory list.

Trustee Courtright 2nd

Motion passed 4-0

f. Hartman & Williams

Fiscal Assistant Robinson explained to the Board that last year's GAAP report we paid Hartman and Williams \$7,700 for the work they performed. This year, Hartman and Williams has stated the cost will not exceed \$5,000 without approval of the Board of Trustees. The extra costs incurred last year were due to entering all data and employees.

Fiscal Officer Brown made a motion to approve the Hartman & Williams Engagement Letter not to exceed \$5,000 without prior approval of the MFD Board.

Trustee Courtright 2nd

Motion passed 4-0

Chief Dillard stated that Lorie had done a great job with the GAAP report this year and that some of the tasks requested were unrealistic, such as original purchase costs from over 20 years ago and items that were purchased by the other departments. However, Lorie did an excellent job and tracked down all of the requests.

g. Risk Management Revision

Financial Assistant Robinson stated that in February 2022 there was a motion by the board to change the vehicle threshold to \$25,000 - however in retrospect after completing the GAAP report this year, we would like to reverse the decision and go back to the original threshold of \$75,000. Financial Assistant Robinson stated that we are not gaining anything by adding the small vehicles to the Asset report.

Legal Counsel Bartlett stated that we can do an annulment of the February 9, 2022 motion which was to decrease the threshold to \$25,000.

Trustee Courtright made a motion to annul the February 9, 2022 risk management policy leaving the threshold at the original amount of \$75,000.
Fiscal Officer Brown 2nd
Motion passed 4-0

ADDITIONAL COMMENTS

Vice-Chair Kruzan congratulated Assistant Chief Combs to his new position as Assistant Chief of Administration.

Chair Sorensen and Trustee Courtright both thanked Battalion Chief Jason Allen for taking them each on a Ride-Along. Both found it very helpful and informative. Trustee Courtright noted the pride in all members when she arrived at each station, it was very inspiring to see the crew show their apparatus to the board. Chair Sorensen also thanked Captain Bailey for all of his work recently with Fleet and the Burch Road gate.

NEXT MEETING

Chair Sorensen stated that the next meeting will be in person on April 12, 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 Courtright made a motion to adjourn at 7:07pm
Motion passed 4-0


Minutes approved by the board of trustees on April 12, 2023:

Aye:

Nye:


Vicky Sorensen, Chair

Vicky Sorensen, Chair




Mark, Kruzan, Vice-Chair

Mark Kruzan, Vice-Chair



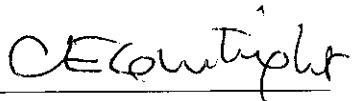
C. Ed Brown, Fiscal Officer

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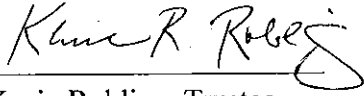


Michael Baker, Trustee

Michael Baker, Trustee



Christina Courtright, Trustee



Kevin Robling, Trustee

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

Christina Courtright, Trustee

Kevin Robling, Trustee

Dan Vest, Trustee

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