



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, April 9, 2025. 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
- Mark Kruzan, Vice-Chair
- Michael Baker, Fiscal Officer
- John Bernstein, Trustee
- Susan Hingle, Trustee
- Kevin R. Robling, Trustee (via Zoom)
- Dan Vest, Trustee

Those absent were as follows:

- Steve Coover, Deputy Chief, Community Risk Reduction

Others present were as follows:

- Dustin Dillard, Chief
- Jeffrey Combs, Assistant Chief of Administration
- Matt Bright, Deputy Chief, EMS
- George Cornwell, Deputy Chief, Operations
- Bill Tusing, Deputy Chief of Logistics
- Christine Bartlett, Attorney, Ferguson Law
- Nick Powell, Fleet Manager
- Tammy Bovenschen, Administrative Assistant
- Lorie Robinson, Financial Assistant
- Darrell Cooper, IT Specialist

CHANGES OR AMENDMENTS TO THE AGENDA

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

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

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 March 12, 2025 regular meeting were presented to the board for approval.

Vice-Chair Mark Kruzan made a motion to approve the March 12, 2025 minutes.
Trustee John Bernstein 2nd.

Bernstein – Yes, Hingle – Yes, Baker – Yes, Vest – Yes, Sorensen – Yes, Kruzan – Yes,
Robling – Yes

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 legislation has been quiet and no changes adverse to the District. Nothing in Annexation of the District.

b. Statistics

Deputy Chief Matt Bright updated the board the monthly statistics

	<u>Feb 2025</u>	<u>Mar 2025</u>
TOTAL Emergency Calls	469	512
Fire Calls	13	33
<i>Structure</i>	<i>6</i>	<i>5</i>
<i>Vehicle</i>	<i>0</i>	<i>2</i>
<i>Wildland</i>	<i>6</i>	<i>25</i>
<i>Other</i>	<i>1</i>	<i>1</i>
Over Pressure Rupture, Explosion, Overheat	0	0
EMS Calls	310	309
<i>Medical</i>	<i>218</i>	<i>215</i>
<i>EMS Crew Assist</i>	<i>71</i>	<i>66</i>
<i>Motor Vehicle Accidents</i>	<i>21</i>	<i>28</i>
Hazardous Conditions	38	28
Service Calls	30	46
Good Intent Calls	46	68
False Alarms	31	27
Severe Weather	0	0
Special Incidents	1	1
Incidents by Township	335	361
Benton	32	29

Bloomington	29	30
Clear Creek	28	45
Indian Creek	4	9
Perry	70	101
Van Buren	154	130
Washington	18	17
Incidents – Contracted Townships	16	24
Polk	2	5
Salt Creek	14	19
Incidents by Aid Given	118	127
Bean Blossom	2	6
Bloomington City	59	50
Ellettsville	14	14
Richland Township (EFD)	41	54
Greene County	2	2
Lawrence County	0	0
Brown County	0	0
Owen County	0	0
Morgan County	0	0
AID Received - Year to Date		109

Station 81 Response
Engine 81 – 92

Squad 81 – 5

Average Response (dispatch to arrival on scene)	8 min 6 sec	7 min 54 sec
Average Turnout (dispatch to enroute)	1 min 6 sec	0 min 58 sec
Average Time on Scene	29 min 56 sec	24 min 29 sec

August SOR (Statements of Refusal) signed: 5

Vice-Chair Mark Kruzan asked how often are we out of District in city limits? Deputy Chief Matt Bright states about 10%. Chief Dillard explains majority of ambulance calls are in the city and right now the Fire District is filling the gap. We are limited on funds for staffing and utilizing funds in the budget. Tax payers within the District are paying for staffing the ambulances.

Trustee Susan Hingle asked if there's any conversations with Ellettsville or City to help staff ambulances? Chief Dillard states we've talked about initial needs. From a short-term aspect, County wide EMS tax or Public Safety Income Tax money could help with fund for staffing.

Fiscal Officer Michael Baker stated the City of Bloomington is in the County, so are there any other funds that could be shared? Vice-Chair Mark Kruzan explained a situation from when he was Mayor – when dealing with IU. Chief Dillard elaborates that we are still learning about the billing process and are starting to see more funds at 6 months in. Deputy Chief Matt Bright chimed in stating he's received more information about billing and we are still learning.

Vice-Chair Mark Kruzan comments on the Fee Structure asking if we have discounts for District Residents. Deputy Chief Bright provided the discount percentage after the meeting.

c. Emergency Medical Services – Special Operations

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

Current Situation:

- Preventive maintenance for medical equipment is underway!
- Work continuing on EMS inventory control system, new shelving and bins have arrived
- Monroe County SAR conducting wilderness search training in service for District

Accomplishments:

- Ambulance staffing MOU draft complete and reviewed (personnel would support our staff by adding a driver for ambulance when needed)
- Final ambulance – Ambulance 21 ready for service
- Medical Director/ Team on site to conduct case reviews and skill stations

Planned Activities:

- Finalize schedule for this year's physicals
- Follow up meeting with area ambulance service providers
- Working to create a variety of long-term options to address the EMS transport situation in the county
- Mass casualty drill at IU Health Bloomington Hospital

Vice-Chair Mark Kruzan asked why an ambulance would arrive without a stretcher?

Deputy Chief Matt Bright explained it was a training/education truck and they were doing some skill stations during that time. Vice-Chair Kruzan asked who sponsored the event. Deputy Chief Bright stated Indiana College EMS.

d. Operations

Deputy Chief George Cornwell updated the board on Operations

Current Situation:

- Total of three Building Fire/Structure Fire
 - Monroe Medical Park – Perry Twp – 11 apparatus, 26 personnel – no injuries

- Total of one mutual aid fires
 - Hinson Road – Morgan County
- Total of 25 outside rubbish, trash, grass, or waste fires/other
- Total of 30 fires for the month of March 2025

Accomplishments:

- New TNT Tool for Rescue 29 is in service
- Two new 24ft ladders & two new 14ft ladders
- Apparatus ready for Station 26

Planned Activities:

- Testing of rescue bags (preventable maintenance)
- Gear replacement (20-25 sets)
- Gear inspection for department (June 2025)

e. Fleet

Fleet Manager Nick Powell updated the board on Fleet:

Current Situation:

- 74 completed work orders
- 24 pending work orders
- 34 minor repairs
- 12 moderate repairs
- 4 major repairs

Accomplishments:

- Engine 26 repaired, inspected, and ready for service
- Marine units preventive maintenance completed
- Pump, hose, and ladder testing schedule completed and sent out to officers
- Prepared ambulance 21 for service

Planned Activities:

- Prepare Tender 26 for service
- Convert air bag suspension to liquid springs under warranty repair on Ambulance 29
- Follow up on factory recalls for support and rescue units. Specifically, any outstanding safety recalls
- Obtain quote for future Brush apparatus

Fiscal Officer Michael Baker asked about apparatus for Station 26. Are they being pulled out of service and used as a backup? Fleet Manager Nick Powell stated they're currently being utilized as backup.

f. Training

Chief Dustin Dillard updated the board on Training:

Current Situation:

- Looking at May & June, continuing to work on creating and uploading company level training session lesson plans into the training calendar.
- Working with AC Combs and BC Gillespie along with other chief officers to transition into new training capacity, eta August.

Accomplishments:

- Company level training on vehicle extrication size up and safety, vehicle stabilization (airbags), extrication techniques, fire dynamics, and vehicle extrication hands on skills
- ODT #15 (Monroe County Public Library Southwest) Aurora, CO speakers. 102 attendees in person and via Zoom. 13 agencies represented with two additional networking opportunities on Wednesday and Thursday evening.
- Spirit Week completed with new recruits and multiple instructors. Very rigorous hands on training four of the days.

Planned Activities:

- Aircraft Rescue Firefighting – April 8
- Fire Department Instructors Conference in Indianapolis – April 9-12
- Company level training on severe weather, structural collapse, wilderness search and rescue, work performance evaluation, OB emergencies, EMS audit and review, driver operator pump panel operations, 1 ¾ and 2 ½ handline operations

Training Hours:

- Company training – calculated next week

Trustee John Bernstein asked given the amount of rain the last week, do we have any training for fast moving water? Chief Dillard explains we have about 12 trained Swift Water Technicians and training for those take place in South Bend – water rescue school. Deputy Chief Jeffrey Combs explains the details of Swift Water Training in Morgan County (surface water instructors, wilderness kits, ropes, etc.).

g. Community Risk Reduction

Chief Dustin Dillard updated the board on Community Risk Reduction.

Current Situation:

- Fire Investigations – Monroe Hospital
- Working case with DCS
 - Providing information for follow-up
- Creating a public education program
 - CPR/First Aid/Naloxone/QPR for Jail, non-profits, and general public

Accomplishments:

- Filed fire investigations with prosecutor for review
 - Two fires determined as incendiary
 - Discussion of evidence with State Fire Marshal, MCSO Detectives, Monroe County Prosecutor filed search warrants

- Collaboration meeting with BFD Mobile Integrated Health entire team
 - Potential sharing of resources
- Completed Train the Trainer for Question Persuade Refer (QPR)
 - Develop course for future presentation
- Adult Services/Area 10
 - Three referrals for assistance
- NaloxBoxes
 - Distributed four Opioid Rescue Kits

Planned Activities:

- USAR Medical Course
 - Extensive Planning meetings set due to relocation from past years
 - MFPD received one free seat for paramedic to attend due to involvement
 - Has been registered
- Prepare for the year's education and awareness opportunities
- Safe haven Baby Box Annual Certification

Fire Inspections:

- Fire Safety Inspections – 30
- Re-Inspections – 6
- New Construction Inspections – 7
- Plans Review – 10

h. Financial – Claims

Financial Assistant Lorie Robinson presented financial summary for March 2025.

Current Situation:

- 2024 Annual Financial Report can be reviewed in the Board packed and in Gateway.
- General Fund could be 25% expended at this point
 - Person 21%
 - Supply 14%
 - Services 20%
- Cumulative Fund at 22% expended at this point
- Restrictive Donation at 78%

i. Administrative Report

Chief Dustin Dillard updated the board on Administration.

Current Activities:

- Working with volunteers for a new and improved contract better reflecting the District's needs
- Worked with Pence Media Group through the IFCA SAFER Grant to begin a new media campaign to recruit volunteers

Accomplishments:

- Hosted multi-agencies from Aurora, CO Theater Mass Casualty incident presentation with over 100 attendees from 13 different agencies. The event focused on bringing area agencies together to improve interoperability and coordination.
- Attended the Hoosier Hills Food Bank Annual Meeting & Award where we were honored as an Outstanding Community Partner.
- Created a Volunteer Activity Report form to collect information for participation of volunteers beginning with the 2nd quarter

Planned Activities:

- Continue to work with Monroe County, Ellettsville Fire Department, and Bean Blossom-Stinesville Volunteer Fire Department to increase resources in northwest Monroe County.
- Promotion process (posting 4/8, written test 4/22, interview/scenarios 5/5 and 5/6, presented 6/11).
- Lung screening for firefighters with 20 or more years or between the ages of 50-80. Current and retired firefighters.

Personnel Report:

- New Hires – Full Time – 0
- New Hires – Part-Time – 2
- New Hires – Substitutes – 0
- Retirements – 0
- Promotions – 0
- Resignations – 1

Vice-Chair Mark Kruzan asked if lung screening has been done before? Chief Dillard stated no not like this, we do them every 5 years. COPD and Lung Cancer is higher than the average. Deputy Chief Matt Bright said it's not necessary the length of years, but the length of exposure.

UNFINISHED BUSINESS

a. Admin Building West – ABW

Administrative Assistant Tammy Bovenschen presents the new Admin Building West to the Board located across the street from Station 29, Van Buren Township.

Administrative Assistant Tammy Bovenschen and Financial Assistant Lorie Robinson have been acclimating themselves there for the last two weeks.

b. Station 26 – Update

Chief Dustin Dillard updated the Board on Station 26. All concrete has been poured, septic tank installed, and landscaping should be done within the next two weeks. May 1st we're aiming to have the station complete – looking for Open House date.

Trustee John Bernstein asked about the septic system. Chief Dillard elaborates on the soil saturation levels needed for the county. We are putting in a temporary Presby septic system and Bynum Fanyo will pump.

Fiscal Officer Michael Baker noted that several township residents are excited about Station 26,

NEW BUSINESS

a. Hartman & Williams Engagement Letter

Financial Assistant Lorie Robinson presented the Hartman & Williams Engagement Letter to the Board. Every year as we start to convert from cash base accounting to a pool-based accounting, as a component unit of Monroe County government, we have to have specialized accounts. Department of Williams is the one MFD has been using since 2020. Every year just in accordance to GAAP requirements, their engagement letter is starting at \$8,000 for all of the work. If they decide it's going to take more than \$8,000 then we'll return to the Board to renegotiate an increase in what we're going to pay them.

Trustee Dan Vest asked if Root could do this? Financial Assistant Lorie Robinson explained Root isn't qualified to do that right now. The GAAP report of Monroe County is quite extensive and costs the county over a \$100,000 every year. Chief Dillard also states that it has to be an additional third-party CBA since Root does the work for us they're unable to do that.

Vice-Chair Mark Kruzan made a motion to approve the Hartman & Williams Engagement Letter for 2024 GAAP report conversion.

Fiscal Officer Michael Baker 2nd

Bernstein – Yes, Hingle – Yes, Baker – Yes, Vest – Yes, Sorensen – Yes, Kruzan – Yes, Robling – Yes

Motion Passed 7-0

b. Mower Purchase

Deputy Chief Bill Tusing presents the mower purchases to the Board. Station 24 & 26 need new lawn mowers. Regular price is \$8,800, but we get a government discount making the total price for two lawn mowers \$13,998.48. The engine warranty is three years and the mower warranty is four years.

Trustee Dan Vest stated that Station 24 lawn appears to be less than an acre. Is that correct? Deputy Chief Tusing stated possibly; however, Station 24 is hillier and this mower is wider making it more stable. Trustee Vest expressed it seems like a lot of mower for a little area and doesn't know why a ZTR couldn't do the job for a fraction of the cost. Deputy Chief Tusing explained it would be unstable on any kind of incline. Trustee Vest asked what mower we've been using. Deputy Chief Tusing stated a zero turn, just a little bit smaller than the mowers we're looking at. If you go smaller, it's a cheap residential model. Long discussion on push mowers being utilized or not.

Chief Dustin Dillard stated that we have never purchased anything other than a commercial mower. We have purchased several from Richards Small Engines and they have stood behind the product.

Chair Vicky Sorensen asked why two mowers? Chief Dillard explained that one mower is for Station 26 and the second mower is for Station 24.

Trustee Dan Vest asked how big is the lot at Station 26? Chief Dillard stated he's unsure until the station is finished, but out of the three stations we're talking about (24,26,29), it's substantially more. MFD owns the entire island.

Trustee Kevin Robling stated he's owned a residential mower for over 20 years and mows five acres without any issues.

Vice-Chair Mark Kruzan made a motion to purchase two mowers for the price of \$13,998.48.

Fiscal Officer Michael Baker 2nd

Bernstein – Yes, Hingle – Yes, Baker – Yes, Vest – No, Sorensen – Yes, Kruzan – Yes, Robling – No.

Motion Passed 5-2

c. Gear Purchase

Deputy Chief George Cornwell presents the gear purchase to the Board requesting approval on 25 total sets for MES in the amount of \$103,125.00. Deputy Chief Cornwell elaborated on the history/background over the years. We have wear tested a set of gear – this has been tested and staff recommended.

Fiscal Officer Michael Baker made a motion to approve 25 total sets from MES in the amount of \$103,125.00.

Vice-Chair Mark Kruzan 2nd

Bernstein – Yes, Hingle – Yes, Baker – Yes, Vest – Yes, Sorensen – Yes, Kruzan – Yes, Robling – Yes.

Motion Passed 7-0

FINANCIALS

a. Financial – Claims

Financial Assistant Lorie Robinson presented claims for March 2025 for a total of \$613,953.81.

Trustee John Bernstein made a motion to approve the claims for March 2025 as presented.

Vice-Chair Mark Kruzan 2nd

Bernstein – Yes, Hingle – Yes, Baker – Yes, Vest – Yes, Sorensen – Yes, Kruzan – Yes, Robling – Yes.

Motion Passed 7-0

b. Payroll

Administrative Assistant Tammy Bovenschen presented the March monthly payrolls for approval which included HSA Distributions, Board Quarterly Payroll on 9th and regular District payrolls for 15th and 28th, 2025.

Fiscal Officer Michael Baker made a motion to approve the payrolls for March 2025 as presented.

Trustee Kevin Robling 2nd

Bernstein – Yes, Hingle – Yes, Baker – Yes, Vest – Yes, Sorensen – Yes, Kruzan – Yes, Robling – Yes.

Motion Passed 7-0

c. Financial – Statement

Financial Assistant Lorie Robinson presented the financial statement to the board for approval. Roots moved to QuickBooks online.

Kevin Robling made a motion to approve the financial statement.

Vice-Chair Mark Kruzan 2nd

Bernstein – Yes, Hingle – Yes, Baker – Yes, Vest – Yes, Sorensen – Yes, Kruzan – Yes, Robling – Yes.

Motion Passed 6-0

Financial Assistant Lorie Robinson added the EMS Revenue Collections in the amount of \$17,404.32.

ADDITIONAL COMMENTS

No additional comments.

NEXT MEETING

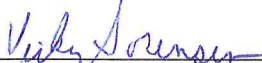
Chair Vicky Sorensen stated that the next meeting will be in person on May 14, 2025 at Station 21, located at 9094 S Strain Ridge Road, Bloomington, Indiana. The meeting will also be held via zoom.

ADJOURN

Chair Vicky Sorensen made a motion to adjourn at 7:17p.m.

Minutes approved by the board of trustees on May 14, 2025:


Aye:



Vicky Sorensen, Chair

Nye:

Vicky Sorensen, Chair



Mark Kruzan, Vice-Chair

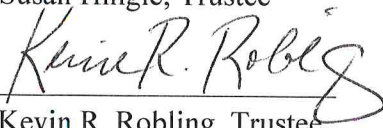


Michael Baker, Fiscal Officer



John Bernstein, Trustee

Susan Hingle, Trustee



Kevin R. Robling, Trustee

Dan Vest, Trustee

Mark Kruzan, Vice-Chair

Michael Baker, Fiscal Officer

John Bernstein, Trustee

Susan Hingle, Trustee

Kevin R. Robling, Trustee

Dan Vest, Trustee

Copy furnished:

Mrs. Vicky Sorensen, Chair
Mr. Michael Baker, Fiscal Officer
Ms. Susan Hingle, 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