



# Monroe Fire Protection District

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## Board of Trustees

### Meeting Agenda

August 29 2025

Meeting held at Station 29

2130 S Kirby Road and via ZOOM

at 1:00 PM EST

Meeting Link: <https://us02web.zoom.us/j/2509924795>

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Vicky Sorensen  
Chair

Mark Kruzan  
Vice-Chair

Michael Baker  
Fiscal-Officer

John Bernstein  
Board Trustee

Susan Hingle  
Board Trustee

Kevin R. Robling  
Board Trustee

Daniel Vest  
Board Trustee

- 1. Call to Order and Roll Call**
- 2. Changes or Amendments to Agenda**
- 3. Public Comment**
- 4. 2026 Budget**
  - a. **General Fund**
  - b. **Cumulative Fund**
  - c. **Rainy Day Fund**
- 5. Township Fire Protection Services Agreement**
  - a. **Polk Township**
  - b. **Salt Creek Township**
- 6. Next Meeting Scheduled October 8, 2025 @ Station 21, 9094 S Strain Ridge Road and via Zoom.**
- 7. Adjourn**

MFD 2026 General Fund Budget Proposal

FINAL						
Line Item	Actuals 2024	Current 2025	Proposed 2026	+/-	%	
Fire Chief	\$ 88,128.49	\$ 91,801.00	\$ 96,400.00	\$4,599	5.01%	
(4) Deputy Chief	\$ 330,469.96	\$ 344,240.00	\$ 361,460.00	\$17,220	5.00%	
(2) Assistant Chief	\$ 238,268.07	\$ 240,975.00	\$ 168,680.00	-\$72,295	-30.00%	
(5) Battalion Chief	\$ 343,082.75	\$ 447,540.00	\$ 391,650.00	-\$55,890	-12.49%	
(2) Fire Marshal	\$ 118,954.01	\$ 149,180.00	\$ 156,660.00	\$7,480	5.01%	
(1) Fleet Manager	\$ -	\$ 74,600.00	\$ 78,330.00	\$3,730	5.00%	
(9) Firefighters PERF	\$ 633,461.18	\$ 655,380.00	\$ 688,149.00	\$32,769	5.00%	
( 78 + 0 = 78 ) Firefighters 1977 Fund	\$ 4,503,744.55	\$ 5,679,960.00	\$ 5,963,958.00	\$283,998	5.00%	
Ambulance Staffing	\$ 152,568.03	\$ -	\$ -	\$0	0.00%	
Incentive Qualifications	\$ 192,862.00	\$ 220,000.00	\$ 218,800.00	(\$1,200)	-0.55%	
Officer Pay	\$ 317,623.28	\$ 380,000.00	\$ 702,000.00	\$322,000	84.74%	
Longevity	\$ 125,787.50	\$ 156,000.00	\$ 172,050.00	\$16,050	10.29%	
Holiday Pay	\$ 26,245.84	\$ 52,500.00	\$ 57,750.00	\$5,250	10.00%	
(12 FTE) Part-Time Employees	\$ 521,409.15	\$ 832,000.00	\$ 698,800.00	(\$133,200)	-16.01%	
Substitute, Emergency, Overtime, Training	\$ 598,315.80	\$ 548,000.00	\$ 605,000.00	\$57,000	10.40%	
(2) Administrative Assistant	\$ 144,398.18	\$ 153,367.00	\$ 161,034.00	\$7,667	5.00%	
(1) IT Specialist	\$ 80,211.25	\$ 85,160.00	\$ 89,425.00	\$4,265	5.01%	
(7) Trustee Compensation	\$ 25,022.25	\$ 26,992.00	\$ 28,341.00	\$1,349	5.00%	
Uniform Allowance	\$ 142,166.68	\$ 175,000.00	\$ 169,000.00	(\$6,000)	-3.43%	
Social Security	\$ 159,728.58	\$ 215,390.00	\$ 194,170.00	(\$21,220)	-9.85%	
Medicare	\$ 120,822.39	\$ 147,180.00	\$ 156,708.00	\$9,528	6.47%	
Unemployment Insurance	\$ 17,409.94	\$ 35,000.00	\$ 20,000.00	(\$15,000)	-42.86%	
Health Insurance (M/D/V/CI)	\$ 1,331,155.18	\$ 2,192,163.00	\$2,153,763.00	(\$38,400)	-1.75%	
1977 Plan Employer Contribution	\$ 1,065,662.07	\$ 1,587,832.00	\$ 1,877,500.00	\$289,668	18.24%	
Life Insurance	\$ 132,344.26	\$ 162,000.00	\$ 167,600.00	\$5,600	3.46%	
PERF Fund Employer Contribution	\$ 260,097.01	\$ 375,000.00	\$ 386,757.00	\$11,757	3.14%	
Volunteer Contract	\$ -	\$ 10,000.00	\$ 12,500.00	\$2,500	25.00%	
Length of Service	\$ -	\$ -	\$ -	\$0	#DIV/0!	
Medical Services	\$ 110,000.00	\$ 120,000.00	\$ 125,000.00	\$5,000	4.17%	
Early Retirement	\$ -	\$ 25,000.00	\$ 25,000.00	\$0	0.00%	
Post-Employment Health Insurance	\$ -	\$ 60,000.00	\$ 60,000.00	\$0	0%	
Total	\$ 11,779,938.40	\$ 15,242,260.00	\$ 15,986,485.00	\$744,225	4.88%	
Office Supplies	\$ 16,652.65	\$ 20,000.00	\$ 20,000.00	\$0	0.00%	
Operating Supplies	\$ 121,475.38	\$ 132,500.00	\$ 132,500.00	\$0	0.00%	
Vehicle Maintenance Supplies	\$ 75,400.92	\$ 110,000.00	\$ 110,000.00	\$0	0.00%	
Promotional Supplies	\$ 12,280.00	\$ 17,500.00	\$ 17,500.00	\$0	0.00%	
EMS Supplies	\$ 36,639.33	\$ 40,000.00	\$ 40,000.00	\$0	0.00%	
IVFA Dues	\$ 2,055.00	\$ 3,500.00	\$ 3,500.00	\$0	0.00%	
Fuel	\$ 119,913.39	\$ 170,000.00	\$ 160,000.00	(\$10,000)	-5.88%	
Special Chemical Supplies	\$ 1,800.00	\$ 5,000.00	\$ 5,000.00	\$0	0.00%	
Fire Prevention Education Supplies	\$ 10,587.48	\$ 12,000.00	\$ 12,000.00	\$0	0.00%	
Inspection/Investigation Supplies	\$ 1,223.20	\$ 1,250.00	\$ 1,250.00	\$0	0.00%	
Hazardous Materials Mitigation Supplies	\$ 8,426.63	\$ 12,500.00	\$ 10,000.00	(\$2,500)	-20.00%	
Color Guard Supplies	\$ 3,076.11	\$ 6,000.00	\$ 2,000.00	(\$4,000)	-66.67%	
Total	\$ 409,530.09	\$ 530,250.00	\$ 513,750.00	(\$16,500)	-3.11%	
Seminars/Training	\$ 59,043.50	\$ 70,000.00	\$ 60,000.00	(\$10,000)	-14.29%	
Legal Counsel & Expenses	\$ 36,060.14	\$ 53,000.00	\$ 45,000.00	(\$8,000)	-15.09%	
Equipment Test/Cert	\$ 60,469.50	\$ 80,000.00	\$ 80,000.00	\$0	0.00%	
Computer Tech Support	\$ 43,203.99	\$ 52,000.00	\$ 40,000.00	(\$12,000)	-23.08%	
Accounting Services	\$ 57,975.73	\$ 68,600.00	\$ 69,920.00	\$1,320	1.92%	
Telephone & Data Services	\$ 74,961.92	\$ 78,000.00	\$ 81,000.00	\$3,000	3.85%	
Contractual Services	\$ 53,806.23	\$ 85,000.00	\$ 85,000.00	\$0	0.00%	
Postage & Fees	\$ 1,105.86	\$ 3,000.00	\$ 1,500.00	(\$1,500)	-50.00%	
Travel Expenses	\$ 12,140.56	\$ 12,500.00	\$ 15,000.00	\$2,500	20.00%	
Legal Advertising	\$ 167.53	\$ 1,500.00	\$ 1,000.00	(\$500)	-33.33%	
Printing	\$ 778.55	\$ 1,000.00	\$ 1,000.00	\$0	0.00%	
General Insurance	\$ 124,950.25	\$ 178,200.00	\$ 196,000.00	\$17,800	9.99%	
Workers Compensation Insurance	\$ 123,640.00	\$ 185,000.00	\$ 210,000.00	\$25,000	13.51%	
Utilities	\$ 100,797.73	\$ 162,500.00	\$ 162,500.00	\$0	0.00%	
Building Services	\$ 31,881.12	\$ 55,000.00	\$ 50,000.00	(\$5,000)	-9.09%	
Equipment & Vehicle Repairs	\$ 101,570.76	\$ 100,000.00	\$ 100,000.00	\$0	0.00%	
Total	\$ 882,553.37	\$ 1,185,300.00	\$ 1,197,920.00	\$12,620	1.06%	
Total Budget	\$ 13,072,021.86	\$ 16,957,810.00	\$ 17,698,155.00	\$740,345	4.37%	

# 8691 - Cumulative Fire Special MFD 2026 Budget Proposal

**FINAL**

<b>Cumulative Fund:</b>	<b>2023 Current</b>	<b>2024 Budget</b>	<b>2025 Current</b>	<b>2026 Proposed</b>
Small Vehicles	\$100,000	\$100,000	\$140,000	\$ 160,000
Misc. Equip & Capital Outlays	\$161,000	\$169,225	\$177,685	\$ 223,750
Personal Protective Equipment (PPE)	\$116,000	\$116,000	\$160,000	\$ 175,000
Station 21 Mortgage	\$172,549	\$164,324	\$160,215	\$ 293,795
Building Renovations	\$120,000	\$120,000	\$120,000	\$ 150,000
Rescue 11 Replacement (Rescue 22)	\$80,341	\$80,341	\$80,341	\$ 120,511
Engine 22	\$128,876	\$128,876	\$128,876	\$ 128,876
Apparatus Replacement	\$150,000	\$150,000	\$150,000	\$ 150,000
Station 26 Construction	\$0	\$150,000	\$150,000	\$ -
<b>Total Cumulative Budget</b>	<b>\$1,028,766</b>	<b>\$1,028,766</b>	<b>\$1,267,117</b>	<b>\$1,401,932</b>

10.64%

# 0061 - Rainy Day Fund MFD 2026 Budget Proposal

FINAL

<u>Rainy Day Fund:</u>	<u>2023 Current</u>	<u>2024 Budget</u>	<u>2025 Current</u>	<u>2026 Proposed</u>
Apparatus Purchase				\$ 1,700,000
Total Rainy Day Budget	\$0	\$0	\$0	\$1,700,000

## **2026 FIRE PROTECTION SERVICE AGREEMENT**

### **POLK TOWNSHIP**

**WHEREAS**, the Township does not have a regularly constituted fire protection service;  
and

**WHEREAS**, the Township desires to obtain fire protection for the citizens of Polk Township and their property; and

**WHEREAS**, the Monroe Fire Protection District (MFD) is willing to provide fire protection for the citizens of Polk Township and their property;

**NOW THEREFORE**, the parties agree as follows:

**1. The Monroe Fire Protection District hereby agrees to provide the following services:**

- a. Upon receipt of a properly placed dispatch call reporting a structure fire in the Township, MFD:
  - i. Will respond one engine and two tenders with available personnel and a minimum of 5,000 gallons of water;
  - ii. Will respond one command vehicle as incident command and safety.
- b. Upon receipt of a properly placed dispatch call reporting a motor vehicle accident (MVA) in the Township involving personal injury, MFD will respond one rescue and one squad with available personnel.
- c. Upon receipt of a properly placed dispatch call reporting a grass, woods, or field fire in the Township, MFD will respond two brush units with available personnel.
- d. Upon receipt of a properly placed dispatch call reporting a vehicle fire in the Township, MFD will respond one engine company.
- e. Upon receipt of a properly placed dispatch call reporting a medical emergency in the Township, MFD will respond one squad company.
- f. Upon receipt of a properly placed dispatch call reporting a fire service-related emergency, MFD will respond necessary units, as determined by and at the sole discretion of MFD
- g. Upon receipt of a fire prevention education request, MFD will schedule accordingly and provide said education or community risk reduction.

**2. Polk Township hereby agrees to make the following payment:**

In consideration for the services described in Section 1 above, subject to the limitations agreed to in Section 3 below, the Township agrees to provide the Monroe Fire Protection District **\$62,088**, plus an additional \$6,000 to assist with miscellaneous expenses incurred by the MFD, payable to the Monroe Fire Protection District in two equal payments of **\$34,044**, one due by June 30<sup>th</sup> and the second due not later than December 19, 2026.

**3. Other Terms Mutually Acknowledged and Agreed to:**

- a. Because of the remote location of certain areas of Polk Township and the increased amount of response time needed to reach such areas, the services described in

Section 1 above may not be sufficient to save property located in Polk Township from significant fire damage.

- b. The services described in Section 1 above shall be subject to the same rules and regulations that apply to the services provided by MFD within the boundaries of Monroe Fire Protection District.
  - i. In the event MFD receives a dispatch call for a fire in Polk Township while all available equipment and/or personnel are responding to a different call or otherwise in use within MFD or another location, no equipment or personnel will be dispatched to Polk Township until available.
  - ii. In the event MFD equipment and/or personnel are responding to a call or otherwise in use within Polk Township, such equipment and/or personnel will not be recalled to the MFD or another location until the response has been completed within Polk Township.
- c. Within sixty (60) days of approval by both parties, Polk Township shall upload the fully executed agreement into the File Transmission Section of Gateway and contemporaneously provide confirmation to the Chief of the successful upload.

**4. Insurance and Indemnification:**

To the fullest extent permitted by law, the Township agrees to release and hold harmless the MFD against any and all claims, demands, suits, losses, including all cost connected therewith, for any damage which may be asserted, claimed, or recovered against or from the MFD, it's elected and appointed officials, employees, volunteers, or all others working on behalf of the MFD, by reason of personal injury, including bodily injury and death, and/or property damage, including loss of use thereof, which arises out of the alleged acts, omissions, or negligence of the MFD, it's elected and appointed officials, employees, volunteers, or all others working on behalf of the MFD, the Township, or any third party in any way connected or associated with this contact.

**5. Duration:**

This agreement commences at 12:01 a.m. on January 1, 2026 and expires at 11:59 p.m. on December 31, 2026, unless terminated earlier as provided hereafter. This agreement may only be terminated prior to the time and date set forth in this section if done so in writing and with the mutual agreement of both parties.

**6. Exclusivity:**

This agreement, upon affixing signatures will supersede any previous contractual agreements, signed, spoken, or implied, between the MFD and Township for the period specified in Section 5 above.

This agreement sets forth all the covenants, promises, agreements, conditions, and understandings between the Township and MFD concerning the services provided for herein, and there are no covenants, promises, agreements, conditions, or understandings, either oral or written, between them other than are herein set forth. Except as otherwise

provided herein, no subsequent alteration, amendment, change, or addition to this agreement shall be binding upon either party unless reduced to writing and signed by the parties.

This Agreement is hereby executed and approved.

Polk Township

Monroe Fire Protection District

By \_\_\_\_\_  
Trustee

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

By \_\_\_\_\_  
Board Member

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

By \_\_\_\_\_  
Board Member

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

By \_\_\_\_\_  
Board Member

By \_\_\_\_\_  
John Bernstein, Board Trustee

By \_\_\_\_\_  
Susan Hingle, Board Trustee

By \_\_\_\_\_  
Kevin R. Robling, Board Trustee

By \_\_\_\_\_  
Dan Vest, Board Trustee

By \_\_\_\_\_  
Dustin Dillard, Chief

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **2026 FIRE PROTECTION SERVICE AGREEMENT**

### **SALT CREEK TOWNSHIP**

**WHEREAS**, the Township does not have a regularly constituted fire protection service;  
and

**WHEREAS**, the Township desires to obtain fire protection for the citizens of Salt Creek Township and their property; and

**WHEREAS**, the Monroe Fire Protection District (MFD) is willing to provide fire protection for the citizens of Salt Creek Township and their property;

**NOW THEREFORE**, the parties agree as follows:

**1. The Monroe Fire Protection District hereby agrees to provide the following services:**

- a. Upon receipt of a properly placed dispatch call reporting a structure fire in the Township, MFD:
  - i. Will respond one engine and two tenders with available personnel and a minimum of 5,000 gallons of water;
  - ii. Will respond one command vehicle as incident command and safety.
- b. Upon receipt of a properly placed dispatch call reporting a motor vehicle accident (MVA) in the Township involving personal injury, MFD will respond one rescue and one squad with available personnel.
- c. Upon receipt of a properly placed dispatch call reporting a grass, woods, or field fire in the Township, MFD will respond two brush units with available personnel.
- d. Upon receipt of a properly placed dispatch call reporting a vehicle fire in the Township, MFD will respond one engine company.
- e. Upon receipt of a properly placed dispatch call reporting a medical emergency in the Township, MFD will respond one squad company.
- f. Upon receipt of a properly placed dispatch call reporting a fire service-related emergency, MFD will respond necessary units, as determined by and at the sole discretion of MFD
- g. Upon receipt of a fire prevention education request, MFD will schedule accordingly and provide said education or community risk reduction.

**2. Salt Creek Township hereby agrees to make the following payment:**

In consideration for the services described in Section 1 above, subject to the limitations agreed to in Section 3 below, the Township agrees to provide the Monroe Fire Protection District **\$208,895** plus an additional \$12,000 to assist with miscellaneous expenses incurred by the MFD, payable to the Monroe Fire Protection District in two equal payments of **\$110,447.50** one due by June 30<sup>th</sup> and the second due not later than December 19, 2026.

**3. Other Terms Mutually Acknowledged and Agreed to:**

- a. Because of the remote location of certain areas of Salt Creek Township and the increased amount of response time needed to reach such areas, the services described in Section 1 above may not be sufficient to save property located in Salt Creek Township from significant fire damage.
- b. The services described in Section 1 above shall be subject to the same rules and regulations that apply to the services provided by MFD within the boundaries of Monroe Fire Protection District.
  - i. In the event MFD receives a dispatch call for a fire in Salt Creek Township while all available equipment and/or personnel are responding to a different call or otherwise in use within MFD or another location, no equipment or personnel will be dispatched to Salt Creek Township until available.
  - ii. In the event MFD equipment and/or personnel are responding to a call or otherwise in use within Salt Creek Township, such equipment and/or personnel will not be recalled to the MFD or another location until the response has been completed within Salt Creek Township.
- c. Within sixty (60) days of approval by both parties, Salt Creek Township shall upload the fully executed agreement into the File Transmission Section of Gateway and contemporaneously provide confirmation to the Chief of the successful upload.

**4. Insurance and Indemnification:**

To the fullest extent permitted by law, the Township agrees to release and hold harmless the MFD against any and all claims, demands, suits, losses, including all cost connected therewith, for any damage which may be asserted, claimed, or recovered against or from the MFD, it's elected and appointed officials, employees, volunteers, or all others working on behalf of the MFD, by reason of personal injury, including bodily injury and death, and/or property damage, including loss of use thereof, which arises out of the alleged acts, omissions, or negligence of the MFD, it's elected and appointed officials, employees, volunteers, or all others working on behalf of the MFD, the Township, or any third party in any way connected or associated with this contact.

**5. Duration:**

This agreement commences at 12:01 a.m. on January 1, 2026 and expires at 11:59 p.m. on December 31, 2026, unless terminated earlier as provided hereafter. This agreement may only be terminated prior to the time and date set forth in this section if done so in writing and with the mutual agreement of both parties.

**6. Exclusivity:**

This agreement, upon affixing signatures will supersede any previous contractual agreements, signed, spoken, or implied, between the MFD and Township for the period specified in Section 5 above.

This agreement sets forth all the covenants, promises, agreements, conditions, and understandings between the Township and MFD concerning the services provided for herein, and there are no covenants, promises, agreements, conditions, or understandings, either oral or written, between them other than are herein set forth. Except as otherwise provided herein, no subsequent alteration, amendment, change, or addition to this agreement shall be binding upon either party unless reduced to writing and signed by the parties.

This Agreement is hereby executed and approved.

Salk Creek Township

Monroe Fire Protection District

By \_\_\_\_\_  
Trustee

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

By \_\_\_\_\_  
Board Member

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

By \_\_\_\_\_  
Board Member

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

By \_\_\_\_\_  
Board Member

By \_\_\_\_\_  
John Bernstein, Board Trustee

By \_\_\_\_\_  
Susan Hingle, Board Trustee

By \_\_\_\_\_  
Kevin R. Robling, Board Trustee

By \_\_\_\_\_  
Dan Vest, Board Trustee

By \_\_\_\_\_  
Dustin Dillard, Chief

Date: \_\_\_\_\_

Date: \_\_\_\_\_