



Monroe Fire Protection District



Board of Trustees

Meeting Agenda

December 10, 2025

Meeting held at Station 25

5081 N. Old State Road 37 and via

ZOOM

at 6:00 PM EST

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

Board appointed by Monroe County Commissioners

Vicky Sorensen Chair 2021-2025	Mark Kruzan Vice-Chair 2025-2028	Michael Baker Fiscal-Officer 2021-2025	John Bernstein Board Trustee 2024-2025	Susan Hingle Board Trustee 2025-2028	Kevin R. Robling Board Trustee 2021-2025	Daniel Vest Board Trustee 2025-2028
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1. Call to Order and Roll Call

2. Changes or Amendments to Agenda

3. Public Comment

4. Approval of Minutes – November

5. Department Updates

- Legal Counsel – Attorney, Christine Bartlett
- Statistics – Deputy Chief, Matt Bright
- Operations and EMS – Deputy Chief, Matt Bright
- Fleet – Fleet Manager, Nick Powell
- Training – Assistant Chief, Danny Gillespie
- Community Risk Reduction – Deputy Chief, Steve Coover
- Financial – Financial A.A., Lorie Robinson
- Administrative – Chief, Dustin Dillard

6. Unfinished Business

- Year End Review of Annual Items
 - Risk Management Policy
 - Salary Ordinance 01-2025
 - MFD Board By-Laws
 - MFD Personnel Handbook
 - MFD Meeting Schedule 2026
 - Resolution 24-001 Ambulance Service Fees
- Fixed Asset Report – removal of items

7. New Business

- County Proposal to add Bean Blossom, Polk, Richland and Salt Townships to Monroe Fire District
- Year-End Encumbrances

8. Financials

- Financial – Claims
- Financial – Payroll
- Financial – Statement

9. Next Meeting Scheduled January 14, 2026 at 6pm.

10. Adjourn



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, November 12, 2025. 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.

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
- Michael Baker, Fiscal Officer
- John Bernstein, Trustee
- Susan Hingle, Trustee
- Mark Kruzan, Vice-Chair
- Kevin R. Robling, Trustee
- Dan Vest, Trustee

Those absent were as follows:

- Matt Bright, Deputy Chief, EMS & Operations
- Jeffrey Combs, Deputy Chief, Administration

Others present were as follows:

- Dustin Dillard, Chief
- Steve Coover, Deputy Chief, Community Risk Reduction
- Danny Gillespie, Assistant Chief of Training
- Christine Bartlett, Attorney, Ferguson Law
- Nick Powell, Fleet Manager (via Zoom)
- 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 the location of the October 8th meeting was incorrect and should have reflected Station 25.

**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 October were presented to the board for approval.

Trustee John Bernstein made a motion to approve the minutes.

Trustee Susan Hingle 2nd

Trustee Kevin Robling abstained

Motion passed 6-0

UNFINISHED BUSINESS

There was no unfinished business this month.

DEPARTMENT UPDATES

Department Updates

a. Legal Updates

Legal Counsel, Christine Bartlett stated she's been working with the Chief on personnel handbook stuff.

b. Statistics

Chief Dustin Dillard updated the board the monthly statistics for October.

TOTAL Emergency Calls	484
Fire Calls	15
<i>Structure</i>	9
<i>Vehicle</i>	1
<i>Wildland</i>	5
<i>Other</i>	0
Over Pressure Rupture, Explosion, Overheat	0
EMS Calls	302
<i>Medical</i>	178
<i>EMS Crew Assist</i>	90
<i>Motor Vehicle Accidents</i>	34
Hazardous Conditions	16
Service Calls	53
Good Intent Calls	70
False Alarms	28
Severe Weather	0
Special Incidents	0
Incidents by Township	319
Benton	17
Bloomington	34

Clear Creek	37
Indian Creek	9
Perry	84
Van Buren	122
Washington	16
Incidents – Contracted Townships	27
Polk	7
Salt Creek	20
Incidents by Aid Given	138
Bean Blossom	1
Bloomington City	71
Ellettsville	27
Richland Township (EFD)	32
Greene County	4
Lawrence County	1
Brown County	0
Owen County	2
Morgan County	0
AID Received - Year to Date	373

Station 81 Response
Engine 81– 72

Squad 81 – 0

Average Response (dispatch to arrival on scene)	7 min 28 sec
Average Turnout (dispatch to enroute)	0 min 58 sec
Average Time on Scene	26 min 39 sec

October SOR (Statements of Refusal) signed: 10

Trustee Dan Vest asked if calls outside the district counted in averages. Chief Dillard stated yes.

c. Emergency Medical Services & Operations

Chief Dillard updated the board on EMS & Operations

Current Situation:

- Data uploads and set up for First Due Software – the process continues
 - Test group using EMS and Fire Reporting
 - Initiating assets and training modules
- Special event coverage at area high school football games is ongoing

Accomplishments:

- Received the initial batch of data from EMS Vending Machine

- All WPE have been completed
- Ice Rescue suits distributed to stations for winter

Planned Activities:

- Continue with First Due module set ups and go live with EMS/Fire reporting
- Continue with Specifications and Equipment for Engine Boat

Trustee John Bernstein asked about thermal imaging, how is that used in fire situations? Assistant Chief Danny Gillespie explained how they are used. Helps to see heat in a room “heat signature of a person”. Identifying by color on our screens determining where there is fire or where fire is hiding (behind a wall/ceiling) to limit damage. All handheld units.

Chair Vicky Sorensen asked about the basketball games, are we not needed? Chief Dustin Dillard explained that IHSAA requires an ambulance for football games.

d. Fleet

Fleet Manager Nick Powell updated the board on Fleet:

Current Situation:

- Maintenance:
 - 18 minor
 - 0 moderate
 - 2 major
 - OOS 2 out of service for 1+days
 - Engine 23 – Air Pressure Issues

Accomplishments:

- Darley Pump Certification
- HME, and Fire Boat visits

Planned Activities:

- Battery Replacement Schedule
 - Build a battery replacement schedule based on a 5-year plan

Trustee Susan Hingle thanked Fleet Manager Nick Powell for being proactive.

e. Training

Assistant Chief Danny Gillespie updated the board on Training:

Current Situation:

- Fire and Life Safety Educator I: 11/18-11/21 at Van Buren Township Community Building

Accomplishments:

- Wildland Firefighting – As a department we completed 98 hours of hands-on skills focusing on indirect fire attack i.e. cutting Fireline
- Hosted CenterPoint Energy to provide training on Utility Emergencies – Natural gas wells and distribution of natural gas throughout our response area

Planned Activities:

- Driver Operator Aerial – December 8th – 11th
- Planning interagency training with Central Dispatch. Will work on a training template that will be tested in December/January with the goal of improving efficiency in operations

Training Hours:

- Company Training
 - October Training Hours – 2,939

Vice-Chair Mark Kruzan asked if there's been a CenterPoint Energy training previously? Assistant Chief Danny Gillespie stated yes. Vice-Chair Kruzan asked about interagency training with Dispatch, is that something we've done? Assistant Chief Gillespie explained that we've done training with other agencies and we are working to design a template.

f. Community Risk Reduction

Deputy Chief Steve Coover updated the board on Community Risk Reduction.

Current Situation:

- Scheduling and preparing for Breakfast with Santa at the Fire Station and Fire Truck rides
 - Auction items from Wonderlab Gala
- Starting next CERT Class November 13th orientation and December 13th final practical exam

Accomplishments:

- October Fire Prevention Week “Charge into Fire Safety: Lithium-Ion Batteries in Your Home”
- Events: Birthday Party for 6 year old at Station 23, Fowler Pumpkin Patch, Buddy Walk, Highland Park Fire Prevention, Grandview Fire Prevention, Unionville Fire Prevention, Fire Truck Ride to School, Lakeview Fire Prevention, Hoosier Hills Book Fair, Levato's Little Ones Day Care Fire Prevention, Penny Lane Day Care Fire Prevention, Fairgrounds Trick or Treat, Smithville Christian Church Trunk or Treat, Once Upon a Child Touch a Truck, Walmart Community Event, Smoke and Bear Halloween Event

Planned Activities:

- Expand delivery of CPR and QPR to public feasibility research

Fire Inspections:

- Fire Safety Inspections – 48
- Re-Inspections – 1
- New Construction Inspections – 6
- Plans Review – 4

Fiscal Officer Michael Baker mentioned information sent for Worms Way – new building. Who inspects the commercial building? Deputy Chief Steven Coover explained that the building permit will clue us to needing an inspection.

g. Financial – Claims

Financial Assistant Lorie Robinson presented financial summary for November 2025.
Current Situation:

- Fixed asset retirements – pending SBOA approval
- Year-end financial projections

Accomplishments:

- Completed final GAAP adjustments with Hartman & Williams
- Confirmed 2026 Budgets were signed by County Council and uploaded into Gateway

Planned Activities:

- Year-end Fixed Asset Report & possible Encumbrances

EMS Revenue & Collections:

- Added the active accounts receivable – October: \$92,091.89
- General Summary – 74.4%
- Cumulative Fund – 77%
- Restricted Donation – 100%

Trustee Kevin Robling asked after the first of the year can we get a total of costs/write offs, good or bad from EMS collections? Chief Dustin Dillard explained that money starts trickling in over a three- or four-month window, so looking in January 1 through December 31, 2025, should give us a pretty good idea.

f. Administrative Report

Chief Dustin Dillard updated the board on Administration Report.

Current Situation:

- Working with Franklin Peters on Financial Impact of SEA1
- Working with Capstone Insurance for property, casualty, liability, and worker's compensation

Accomplishments:

- Met with IDHS Director and Indiana County Commissioners President
- Indiana Township Association Public Safety Day training in Westfield, IN
- Career Talk at Bloomington North hosted by Bloomington Chamber of Commerce

Planned Activities:

- Boot Drive at Wendy's for Clothe-A-Child, November 15th 08:00-12:00
- Speaking about Fire Districts at Indiana County Commissioners Annual Conference, December 3rd

Personnel Report:

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

Vice-Chair Mark Kruzan asked if the LIT (Local Income Tax) will be in special sessions of Legislature? Chief Dustin Dillard stated he will look into it. LIT changes probably going to be passed back which will affect us drastically.

Trustee Kevin Robling asked about discussing fire district changes with County legal under current situation. Chief Dustin Dillard explained that Jeff Cockrell reached out for the County Commissioners Office about the inclusion of Bean Blossom, Salt, and Polk Townships being added to the district. Chief Dillard explained that there's still a shortcoming when responding to Bean Blossom due to response times from Volunteers as they have to go to the station, get the apparatus and then head to the scene. They previously had a 6-minute delay before Ellettsville would be dispatched, if no volunteers were available. Now that we have opened Station 26, we are running automatic aid with Bean Blossom, and getting toned out for all calls in their area.

Trustee Kevin Robling asked what's changed? Chief Dustin Dillard explained the intent of the township board and the township trustees to increase fire protection out there.

Vice-Chair Mark Kruzan asked who initiates and finalizes which townships are in the district? Is ours a ceremonial vote or is it the County Commissioners? Legal Counsel Christine Bartlett stated it's the County Commissioners decision and the MFD board has no say.

Long discussion.

Fiscal Officer Michael Baker asked if we have any idea how many calls for Richland we aid? Chief Dustin Dillard explained that he's unable to answer all calls but can answer all fires we aid. Majority of the apparatus and the people are ours.

Vice-Chair Mark Kruzan asked how do you envision this impacting us in terms of stations, equipment, and personnel? Chief Dillard explained that 6 people to staff a station in Bean Blossom with 24-hour rotations, and then apparatus wise would be just like Washington Township. Not a huge deficiency. The equipment they have at Bean Blossom they do a good job of maintaining. Chief Dustin Dillard will provide revenue flow report.

Vice-Chair Mark Kruzan asked when are we going to get asked? Chair Vicky Sorensen mentioned that she doesn't want citizens to think we are pushing this. She wants the public to understand this was the County Commissioners.

Historical conversations with Polk & Salt Creek Townships. Long discussion.

Trustee Kevin Robling asked if the establishment is statutory? Legal Counsel Christine Bartlett stated yes. Legal Counsel reviewed the laws, and the petition must be brought forth by the owners in the district that's required. The Commissioners are the ones that ultimately decide on the petition. After that is introduced, there's a required hearing, the

owners of that area can bring forth a petition against it. That does require 51% to essentially say okay. Long discussion.

UNFINISHED BUSINESS

a. 2026 Medical Insurance Proposals

Administrative Assistant Tammy Bovenschen presented the 2026 Medical Insurance Proposals to the board. We provided a proposal from Anthem last month; however, that was incorrect from the insurance company. They have come back with this new proposal which is 9% lower than their first quote. It includes a \$49,000.00 premium credit that we will receive in July. The total annual premium is \$1,534,963.10, it's a 10% increase from 2025 and this is for medical only. Our employees can choose the high deductible or the traditional plan.

Vision proposals – they provided us Anthem Vision which is what we currently have. That is a rate hold, so for 2026 the premium is the same as 2025 - \$19,640.00. The other proposal was the standard which is new to us. Administrative Assistant Tammy Bovenschen explained that we did ask all employees for a zip code (the insurance company asked for it) listing of who they currently use to compare. Limited network in our area from what our employees provided. Most of the eye places we contacted couldn't tell us if they were part of this plan without having a policy.

Dental quote – currently through HRI or Paramount Dental. Again, asking all employees who they use for dental if MFPD switches. With current HRI, we had a rate hold for at least 5 years, so they did go up \$100,496.00 over the \$97,646.00 we currently have with no change to the plan at all. It's the same plan, but an increase. With the standard, the quote is 12.6% less than the renewal quote with HRI. The only difference between the two plans is the standard does have 50% ortho services and our current plan is not covered.

Additional Benefits – 8% discount on long-term disability if we bundle the standard dental option with this long-term disability. If we switch from HRI to the standard dental, we would get an additional 8% discount on long-term disability. The total savings with the dental and the long-term disability with the standard is \$17,785.00.

Trustee John Bernstein asked if it's worth switching from HRI to the standard dental? Administrative Assistant Tammy Bovenschen explained that if we decided to switch our dental or our vision, we would have to do new enrollment forms for both plans and do a new census of all employees for the insurance company. Administrative Assistant Tammy Bovenschen recommends switching the dental, but not vision.

Trustee Kevin Robling asked what the Chief thinks about the dental, vision, long-term disability. Chief Dustin Dillard explained that moving to standard dental and keeping the Anthem vision is the best bet.

Trustee Susan Hingle asked if MFPD would make less next year with the increases in budget and insurance? Chief Dustin Dillard stated no. The portion the employee pays is 5% of the premium, the district covers 95% of the health insurance premium.

Vice-Chair Mark Kruzan asked if we know what the cities rate is? Chief Dustin Dillard stated he doesn't know what the cities percentage is, but that was a determining factor that gave us the \$5,000.00 difference when comparing salaries with city fire.

Trustee Kevin Robling made motion to approve the 2026 Medical Insurance Proposals.

Trustee Dan Vest 2nd
Motion Passed 7-0

NEW BUSINESS

a. Year-End Review of Annual Items

Risk Management Policy

Chief Dustin Dillard stated no changes to the MFPD Risk Management Policy and no staff recommendations. Just for your review.

Chair Vicky Sorensen asked if we must specify ambulances or are they considered trucks? Chief Dustin Dillard explained that they are apparatus.

Salary Ordinance 01-2025

Chief Dustin Dillard presented the Salary Ordinance Updates for 2026. Based on 2026 Budget – salary adjustments, officer pay adjustments, and additional pay. In addition to that, you'll find Administrative Changes – notification date for planned Health Insurance changes and ride-out pay.

Chair Vicky Sorensen made a comment on officer pay and how difficult it is to equal the budget numbers. Financial Assistant Lorie Robinson explained that if our officers were fully staffed at the number we're allowed to have we would be very close to the budget line. But since we're not fully staffed with all our officers we are under budget.

Trustee Kevin Robling asked how much the chief would make next year in 2026. Chief Dustin Dillard stated \$132,391.00 - this isn't including longevity. This is reflecting office base pay.

Vice-Chair Mark Kruzan asked about the additional holiday pay day, we went from 10 to 11? Chief Dustin Dillard stated they added Easter in 2026.

MFD Board By-Laws

Chief Dustin Dillard stated no changes to the MFPD Board of Trustee's Bylaws and no staff recommendations.

Chair Vicky Sorensen stated she doesn't understand the wording, "A Trustee may attend two consecutive meetings, a set of meetings (by electronic communication), but

must physically attend at least attend one meeting between sets of meetings”. What does that mean? Legal Counsel Christine Bartlett explained that you could attend say January and February (by electronic communication by Zoom) and would have to attend March in person to be able to do Zoom a meeting again. Long discussion.

Vice-Chair Mark Kruzan asked if there’s a minimum number of meetings you must attend per year? Legal Counsel Christine Bartlett explained it’s not an elected position, so no there is not a minimum number.

MFD Personnel Handbook

Chief Dustin Dillard presented the changes to the Personnel Handbook.

- Personnel certifications – add a section to Personnel Certifications after minimum staffing requirements, all personnel must maintain the certifications listed within their job description, and all personnel rehired by MFPD must complete 24-hours of reorientation.
- Holiday Pay on Page 32 – remove dollar amount and state refer to Salary Ordinance, needs to have Easter Sunday listed in the current holidays
- Additional Vacation Tier, currently tier ends with 16+ years of service – receiving 336 hours of vacation each year. Suggestion to add a tier 5 for service 20+ years – adding 48 additional.
- Military Leave – we list 120 duty hours now in a calendar year, which is basically mandated to all other government entities. The 120 hours doesn’t exactly work for us due to all the other entities are based off a 40-hour week. Essentially for our people to go to drill and two-week service each year we need to give them 360 hours because one shift is a 24-hours shift. We need to change that due to what we currently have, it’s not enough time.

Chair Vicky Sorensen asked if we could add pictures of Station 26 and ABW and also add the phone numbers to station houses. She also would like updated the volunteer/auxiliary statement.

Trustee Dan Vest asked if we would provide the information on Military Leave sooner rather than later. Administrative Assistant Tammy Bovenschen explained we didn’t get the language until today, so we will most definitely get that to you. Chief Dustin Dillard stated we’ll have that to you by tonight or tomorrow morning.

MFD Meeting Schedule 2026

Chief Dustin Dillard explained the MFPD 2026 Meeting Schedule – Monroe County Courthouse, Van Buren Township Community Building, and Continue Rotation.

Long Discussion.

Resolution 04-2025 Ambulance Service Fees

Administrative Assistant Tammy Bovenschen stated no changes to the Resolution 04-25 Ambulance Service Fees and no staff recommendations.

b. Fixed Asset Report – removal of items

Financial Assistant Lorie Robinson presented the removal of items from the Fixed Asset Report – long discussion.

FINANCIALS

a. Financial – Claims

Financial Assistant Lorie Robinson presented claims October 2025. Total claims - \$411,125.53.

Trustee Kevin Robling made a motion to approve the claims for October 2025.

Fiscal Officer Michael Baker 2nd

Motion Passed 7-0

b. Payroll

Administrative Assistant Tammy Bovenschen presented the October monthly payrolls for approval on 15th, 16th, and 30th (which included volunteer pay on October 16th).

Trustee Kevin Robling made a motion to approve the payrolls for October as presented.

Fiscal Officer Michael Baker 2nd

Motion Passed 7-0

c. Financial – Statement

Financial Assistant Lorie Robinson presented the financial statement to the board for August and September for approval.

Trustee Kevin Robling made a motion to approve the financial statement for October.

Chair Vicky Sorensen 2nd

Motion Passed 7-0

ADDITIONAL COMMENTS

No additional comments.

NEXT MEETING

Chair Vicky Sorensen stated that the next meeting will be in person on December 10, 2025, at Station 25, located at 5081 N. Old State Road 37, Bloomington, Indiana. The meeting will also be held via zoom.

ADJOURN

Chair Vicky Sorensen made a motion to adjourn at 7:45p.m.

Minutes approved by the board of trustees on December 10, 2025:

Aye:

Vicky Sorensen, Chair

Mark, Kruzan, Vice-Chair

Michael Baker, Fiscal Officer

John Bernstein, Trustee

Susan Hingle, Trustee

Kevin R. Robling, Trustee

Dan Vest, Trustee

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

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



Monroe Fire Protection District

Statistical Summary

November 1- November 30, 2025



INCIDENTS BY CATEGORY:	COUNT:
Fires	21
<i>Structure</i>	9
<i>Vehicle</i>	6
<i>Wildland / Outside</i>	4
<i>Other</i>	2
Over Pressure Rupture	0
Emergency Medical Service Calls	300
<i>Medical</i>	208
<i>EMS Crew Assist</i>	58
<i>Motor Vehicle Accident / Rescue</i>	34
Hazardous Condition (no fire)	18
Service Calls	63
Good Intent Calls	62
False Alarms	18
Severe Weather	1
Special Incidents	0
TOTAL	483

INCIDENTS BY DISTRICT TOWNSHIP	
Benton	26
Bloomington	39
Clear Creek	38
Indian Creek	10
Perry	95
Van Buren	129
Washington	11
TOTAL	348

INCIDENTS BY FIRE PROTECTION CONTRACTED TOWNSHIPS	
Polk	3
Salt Creek	16
TOTAL	19

INCIDENTS BY AID GIVEN

Bean Blossom	2	67 amb
Bloomington (City)	74	
Ellettsville	4	
Richland Township (EFD)	33	
Greene County	3	
Lawrence County	0	
Brown County	0	
Owen County	0	
Morgan County	0	

TOTAL 116

Aid Received - Year to Date 423

Engine 81 - 77 Squad 81 - 0

Ambulance Responses - 119 Transport - 41

A-21 (8); A-22 (83); A-25 (22); A-29 (12)

Average RESPONSE Time (Dispatch to Arrival)

STATION	EMS			FIRE		
	<u>Oct</u>	<u>Nov</u>	<u>Rolling Avg.</u>	<u>Oct</u>	<u>Nov</u>	<u>Rolling Avg.</u>
Station 21	11:10	11:08	10:49	10:42	14:18	11:16
Station 22	9:48	7:53	7:55	9:09	7:20	9:42
Station 23	10:55	7:54	9:18	7:50	9:33	11:22
Station 24	9:38	9:32	10:19	10:40	13:22	12:17
Station 25	10:11	11:00	9:46	13:31	12:45	9:49
Station 26	8:29	11:43	10:49	6:22	3:03	11:25
Station 29	6:41	6:26	6:45	6:15	5:47	7:36
Station 39	7:42	6:14	7:25	6:36	7:41	9:54
Station 81	6:01	5:16	5:49	7:40	8:02	7:21
AVERAGE FOR ALL CALLS				8:23	7:42	7:53

Average TURNOUT Time (Dispatch to En-route)

STATION	EMS			FIRE		
	<u>Oct</u>	<u>Nov</u>	<u>Rolling Avg.</u>	<u>Oct</u>	<u>Nov</u>	<u>Rolling Avg.</u>
Station 21	0:53	1:01	1:06	1:09	2:50	1:41
Station 22	1:00	0:55	1:02	1:14	0:56	1:18
Station 23	1:09	2:05	2:00	0:45	2:04	2:00
Station 24	1:03	1:13	1:13	2:28	1:32	1:24
Station 25	1:18	1:42	1:11	2:09	4:54	1:39
Station 26	0:44	1:01	0:51	0:31	0:12	0:59
Station 29	0:53	0:41	0:55	0:51	0:42	0:57
Station 39	0:39	0:34	0:52	0:10	0:47	1:00
Station 81	1:06	0:59	0:55	0:59	0:59	0:58
AVERAGE FOR ALL CALLS				0:58	0:59	1:01
AVERAGE TIME SPENT ON SCENE				26:39	33:03	30:43

Number of Refusals obtained: 8

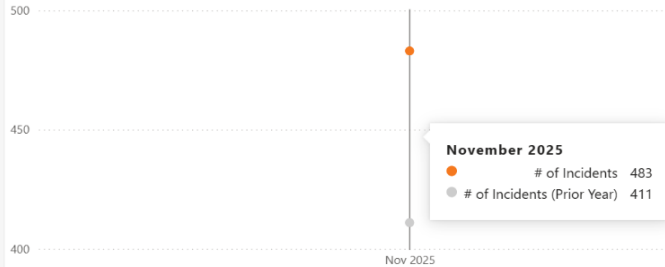
INCIDENTS: REVIEWED INCIDENT COUNTS

Monroe Fire Protection District | Last Refresh: 12/7/2025 8:00 PM

483 Incidents Filtered 0 Not Reviewed 5,248 Incidents YTD 5,020 Prior YTD 228 Δ over PYTD 5% % over PYTD

of Incidents by Month

● # of Incidents ● # of Incidents (Prior Year)



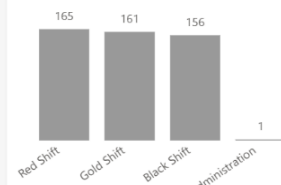
Incident Series

Incident Series	# of Incidents
1XX - Fire	21
3XX - Rescue & Emergency Medical Service Incident	300
4XX - Hazardous Condition (No Fire)	18
5XX - Service Call	63
6XX - Good Intent Call	62
7XX - False Alarm & False Call	18
8XX - Severe Weather & Natural Disaster	1
Total	483

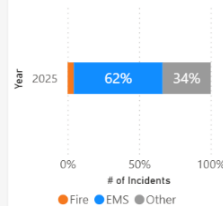
Top Stations by # of Incidents

Station 22	159
Station 29	101
EFD 81	65
Station 21	42
Station 25	39
Station 24	37
Station 39	22
Station 26	11
Station 23	6

of Incidents by Shift



of Incidents by Category



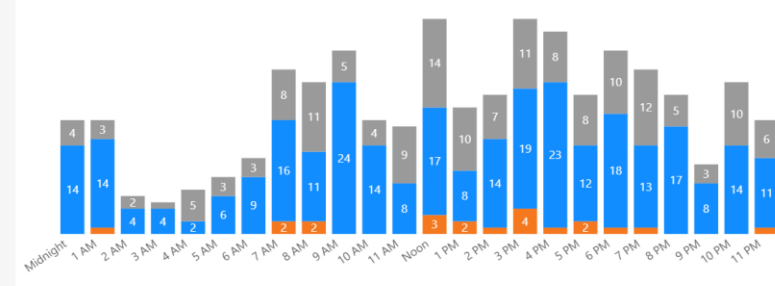
INCIDENTS: DAYS & TIMES

Monroe Fire Protection District | Last Refresh: 12/7/2025 8:00 PM

483 Incidents Filtered 0 Not Reviewed 5,248 Incidents YTD 5,020 Prior YTD 228 Δ over PYTD 5% % over PYTD

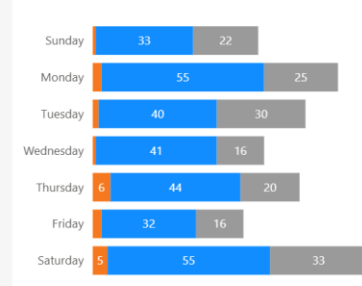
of Incidents by Hour of the Day

Incident Category ● Fire ● EMS ● Other



of Incidents by Weekday and Incident Category

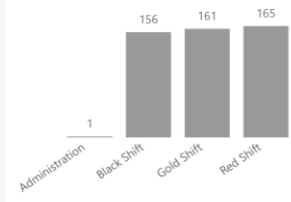
● Fire ● EMS ● Other



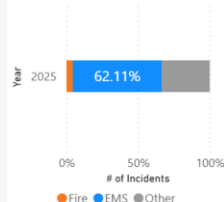
Top Stations by # of Incidents

Station 22	159
Station 29	101
EFD 81	65
Station 21	42
Station 25	39
Station 24	37
Station 39	22
Station 26	11
Station 23	6

of Incidents by Shift

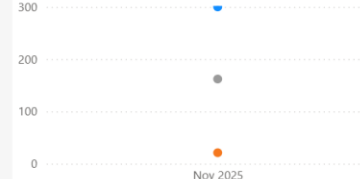


of Incidents by Category

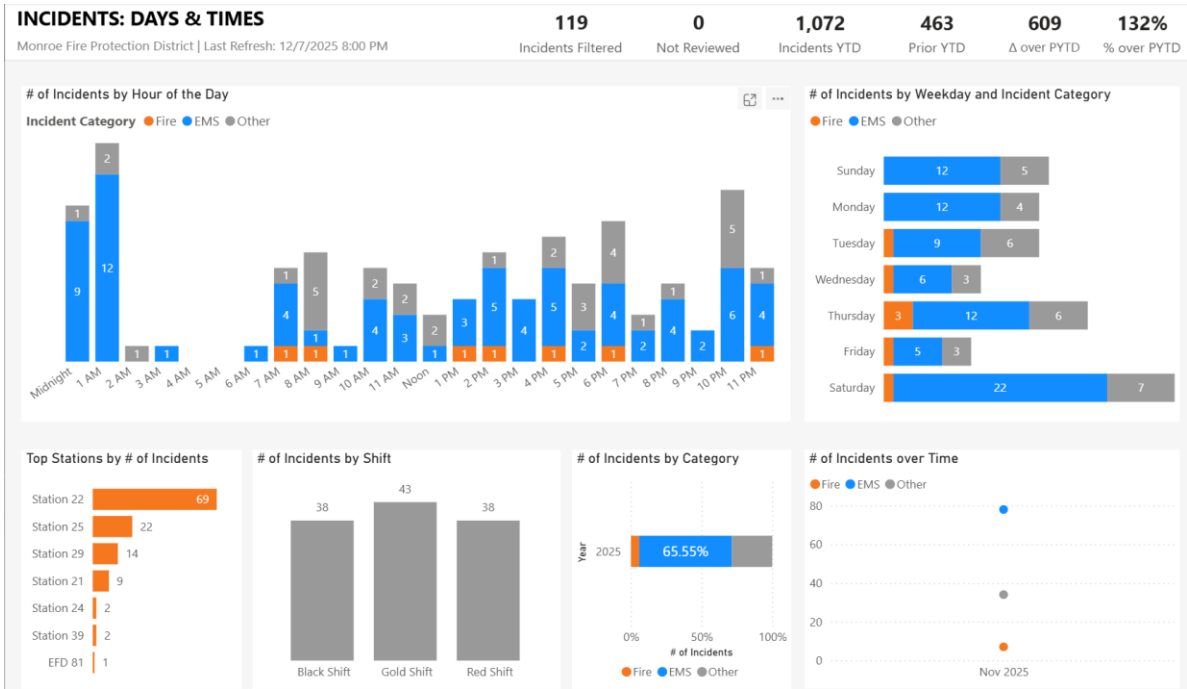


of Incidents over Time

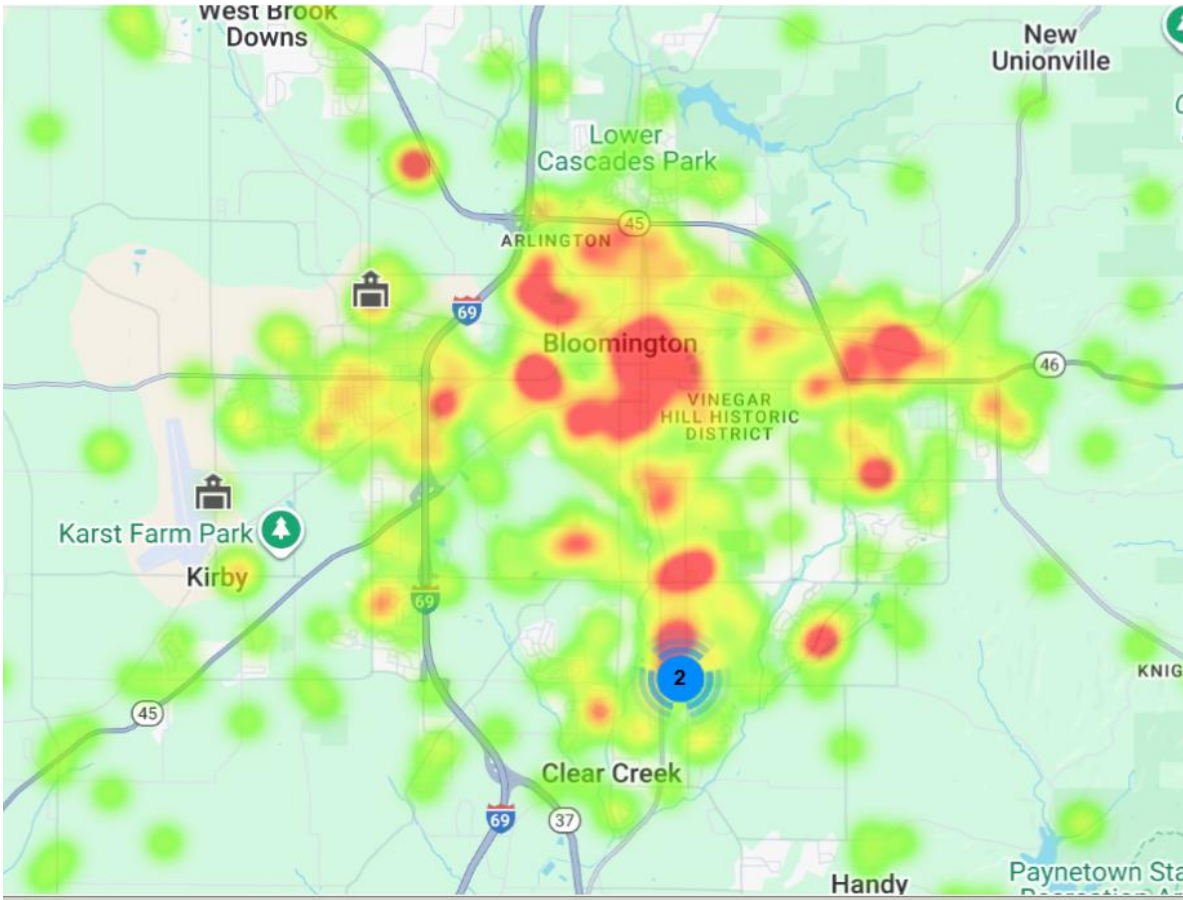
● Fire ● EMS ● Other



Ambulance



Ambulance 22 - Heatmap 01/01/2025 - 11/30/2025



Operations & EMS Monthly Report December 2025

CURRENT SITUATION

Data uploads and set up of First Due Software- the process continues

- Continuing work with Staffing module
- Working on asset and equipment imports
- Working on apparatus checklists

ACCOMPLISHMENTS

Attended Symposium in the Sun

Conducted incident report training for new software with shifts

Went live with new incident reports on Dec 1, 2025

Concluded High School Football coverage for the season

PLANNED ACTIVITIES

Continue with First Due module set ups and implement each module as appropriate

Review and revise operating procedures

Continue with Specifications and Equipment for Engine / Boat

Work to create a variety of long term options to address the EMS transport situation in the county

Fleet Monthly Report December 2025

CURRENT SITUATION

Work Orders

- Minor 13
- Moderate 3
- Major 0
- OOS 2 Out of service for 1+ Days

Engine 41 - Pump Drive shifter

Rescue 24 - Transmission Range Sensor

ACCOMPLISHMENTS

Tire Replacement Schedule for Engine and Tender Complete

- 4 Apparatus out of date tires

Ethanol Free Fuel Account

- Ethanol Free Fuel account set up for 2 cycle and Straight Gas set up

PLANNED ACTIVITIES

UTV Safety course

- Prepare for UTV Safety course in KY

Ambulance Warranty Claims

- Address warranty claims

Training Monthly Report December 2025

CURRENT SITUATION

Driver Operator Aerial - 22 students. Skills Evaluation and Testing 12/11

Instructor In-Service training - December 6th

Company Level Training - Streets & Maps, ASV Audit & Review, Project Lifesaver, Cold Water Rescue, Burns

ACCOMPLISHMENTS

Fire and Life Safety Educator 11/18-11/21

Multi-Agency training at Avon FD - Topic was Search and Rescue with instructors from Lexington, Ky Fire Department, Indianapolis Fire Department and Cicero, IL Fire Department

Company Level Training - Aerial Operations, EMS-Gunshot Wounds, Cooking Fires, Fitness

PLANNED ACTIVITIES

Ice Rescue Training - Weather dependent. Working on plan to get members certified Ice Rescue Technicians

Continued planning for Interagency training - Discussion and awaiting confirmation for location

ICS 300 & 400 class hosted by BFD: ICS 300 - Feb. 2-4 ICS 400 - Feb. 17-18

October Training Hours - 2,939

November Training Hours - 2,237

Community Risk Reduction Monthly Report December 2025

CURRENT SITUATION

Scheduling Fire Truck Rides

Auction items from Wonderlab Gala

CERT Class December 13 final practical exam

Creating a program for Citizen Fatality Notification and Family Support

ACCOMPLISHMENTS

Presentation for the MC3 (Monroe County Childhood Conditions)

Adult Services/Area 10

- 3 referral for assistance

Hosted 3 Breakfast at the Firehouse with a fire prevention presentation

Events: Cedars Christian School Fire Prevention, Monroe County Child Conditions Summit, Highland Park Community Helpers Day, CERT Orientation

NaloxBoxes

- Distributed 6 opioid rescue kits

PLANNED ACTIVITIES

Expand delivery of CPR and QPR to public feasibility research

3 Scheduled CPR courses

FIRE SAFETY INSPECTIONS

10- Annual Inspections

7 - Re-inspections

4 - New Construction

4 - Plans Review

Financial Monthly Report December 2025

CURRENT SITUATION

Closing out AFG Knox Grant - Awaiting AFG response

Open Enrollment

Year-end financial projections

Preparing year end encumbrances and Mortgage payment for Station 21 (Cum Fund)

ACCOMPLISHMENTS

Fixed Asset Retirement to the Board for approval

Reviewed & approved the 1782 Notice from Department of Local Govt Finance for 2026

LEPC Reimbursements received in the amount of \$7,414.40 for HazMat supplies

Donation received from Benton Township in the amount of \$236,394.00 for EMS purchases per MOU

Training Scholarship & Promotional reimbursements received totaling \$5,103.65

PLANNED ACTIVITIES

Grant Mgt Training - December 11 & 12, 2025

Year-end Fixed Asset report

Funds Report Pay 2026

5360972 Monroe Fire Protection District

Fund Code	Fund	Assessed Value	Rate	Levy	Control
0061	RAINY DAY	3,916,147,757	-	-	00
8603	SPECIAL FIRE GENERAL	3,916,147,757	0.2500	9,790,369	UT
8691	SPECIAL CUM FIRE	3,916,147,757	0.0333	1,304,077	00
UNIT TOTAL			0.2833	11,094,446	

UNIT	
Normal Max Levy	11,951,321
Minus LOIT	0
Minus Levy Excess	0
Plus Misc Changes	0
Working Max Levy	11,951,321
CTL UT Working Max \$11,951,321 Under Max by \$2,160,952	

EMS Revenue and Collections Summary

30-Nov-25

<u>Month</u>	<u>Charges</u>	<u>Payments</u>	<u>Adjustments</u>	<u>Bad Debt</u>	<u>Active AR</u>
Jan-25	93,871.20	-14,299.80	(25,874.42)	-	129,793.83
Feb-25	92,904.80	-20,014.39	(51,519.95)	-	151,164.29
Mar-25	41,813.68	-17,404.32	(46,652.96)	-	128,920.69
Apr-25	51,679.68	-16,719.93	(32,302.93)	(26,830.60)	104,746.91
May-25	69,034.84	-15,678.38	(37,487.15)	(6,243.46)	114,372.76
Jun-25	43,359.24	-11,313.57	(35,278.02)	-	111,140.41
Jul-25	71,671.64	-27,176.78	(53,492.51)	(13,641.86)	88,500.90
Aug-25	45,090.44	-14,991.16	(22,411.15)	(10,074.18)	86,114.85
Sep-25	57,018.72	-12,884.89	(29,342.80)	(7,058.16)	93,847.72
Oct-25	59,629.24	(10,916.37)	(36,514.68)	(13,954.02)	92,091.89
Nov-25	68,877.60	(12,012.31)	(20,819.52)	(2,798.06)	125,339.60
Total	694,951.08	-173,411.90	(391,696.09)	(80,600.34)	

Current Month Adjustments:

*AA MEDICARE ALLOWANCE	\$	(8,091.52)
*AC ANTHEM BCBS COMMERCIAL WRITE OFF	\$	(3,606.00)
*AC COMMERCIAL ALLOWANCE	\$	-
*AD MEDICAID ALLOWANCE	\$	(8,696.37)
*AI CHARITY/HARDSHIP	\$	-
*AO DECEASED	\$	-
*AO INTEREST ADJUSTMENT	\$	-
*AO PROCESSING FEE	\$	-
*AO TOO SMALL TO PURSUE	\$	-
*AO NEGOTIATED DISCOUNT	\$	(425.63)
*PR REFUND	\$	-
WriteOff (Adjustments)	\$	(20,819.52)

Special Fire General - Fund 8603		Adjusted Budget	Current Month Expenditures <i>Change fx</i>	YTD Expenditures	% Expended 92.0%	Balance Remaining
Personal Services						
8212	Fire Chief	\$ 91,801.00	7,650.08	\$ 84,003.76	91.5%	\$ 7,797.24
8213	Deputy Chief (4)	\$ 344,240.00	28,686.64	\$ 301,733.81	87.7%	\$ 42,506.19
8214	Assistant Chief (3)	\$ 240,975.00	13,387.52	\$ 153,698.98	63.8%	\$ 87,276.02
8215	Battalion Chief (6)	\$ 447,540.00	24,863.36	\$ 273,018.60	61.0%	\$ 174,521.40
8216	Fire Marshal	\$ 149,180.00	12,431.68	\$ 136,394.26	91.4%	\$ 12,785.74
8217	Fleet Manager	\$ 74,600.00	6,216.66	\$ 52,841.61	70.8%	\$ 21,758.39
8219	Firefighters Salary - PERF Fund	\$ 655,380.00	54,615.06	\$ 598,402.29	91.3%	\$ 56,977.71
8220	Firefighters Salary - 1977 Fund	\$ 5,679,960.00	464,320.20	\$ 5,052,849.58	89.0%	\$ 627,110.42
8221	Incentive Qualifications	\$ 220,000.00	624.82	\$ 117,752.33	53.5%	\$ 102,247.67
8222	Officer Pay	\$ 380,000.00	25,455.00	\$ 276,005.85	72.6%	\$ 103,994.15
8223	Longevity	\$ 156,000.00	12,062.50	\$ 133,343.75	85.5%	\$ 22,656.25
8224	Holiday Pay	\$ 52,500.00	-	\$ 31,275.00	59.6%	\$ 21,225.00
8226	Part-Time Employees (FTEq)	\$ 832,000.00	64,192.19	\$ 495,964.82	59.6%	\$ 336,035.18
8227	Substitute, Emergency, Overtime, Trng	\$ 548,000.00	19,062.05	\$ 564,061.99	102.9%	\$ (16,061.99)
8228	Administrative Assistant (2)	\$ 153,367.00	12,780.68	\$ 140,225.72	91.4%	\$ 13,141.28
8229	IT Specialist	\$ 85,160.00	7,096.66	\$ 77,862.43	91.4%	\$ 7,297.57
8230	Trustee Compensation (7)	\$ 26,992.00	-	\$ 20,244.00	75.0%	\$ 6,748.00
8231	Ambulance Staffing	\$ -	43,317.22	\$ 404,429.24	#DIV/0!	\$ (404,429.24)
8235	Uniform Allowance	\$ 175,000.00	-	\$ 81,083.33	46.3%	\$ 93,916.67
8240	Social Security	\$ 215,390.00	13,623.74	\$ 140,516.90	65.2%	\$ 74,873.10
8241	Medicare	\$ 147,180.00	11,212.22	\$ 127,421.91	86.6%	\$ 19,758.09
8242	Unemployment Insurance	\$ 35,000.00	-	\$ 11,305.24	32.3%	\$ 23,694.76
8243	Health Insurance (M/D/V/CI)	\$ 2,192,163.00	180,503.46	\$ 1,472,356.33	67.2%	\$ 719,806.67
8244	PERF 1977 Employer Contribution	\$ 1,587,832.00	123,951.37	\$ 1,361,204.66	85.7%	\$ 226,627.34
8245	Life Insurance (Life/ADD/STD/LTD)	\$ 162,000.00	12,980.43	\$ 129,506.56	79.9%	\$ 32,493.44
8246	PERF Fund Employer Contribution	\$ 375,000.00	19,874.46	\$ 230,554.29	61.5%	\$ 144,445.71
8251	Volunteer Contract	\$ 10,000.00	-	\$ -	0.0%	\$ 10,000.00
8253	Medical Services	\$ 120,000.00	-	\$ 111,187.41	92.7%	\$ 8,812.59
8254	Early Retirement	\$ 25,000.00	-	\$ 25,000.00	100.0%	\$ -
8255	Post-Employment Health Insurance	\$ 60,000.00	60,000.00	\$ 60,000.00	100.0%	\$ -
8299	Unreimbursed Fraud Expense	\$ -	-	\$ 2,198.18	#DIV/0!	\$ (2,198.18)
		\$ 15,242,260.00	\$ 1,218,908.00	\$ 12,666,442.83	83.1%	\$ 2,575,817.17
Supplies						
8300	Office Supplies	\$ 20,000.00	415.98	\$ 16,169.49	80.8%	\$ 3,830.51
8301	Operating Supplies	\$ 132,500.00	11,408.29	\$ 83,689.60	63.2%	\$ 48,810.40
8302	Vehicle Maintenance Supplies	\$ 110,000.00	9,721.32	\$ 76,179.93	69.3%	\$ 33,820.07
8303	Promotional Supplies	\$ 17,500.00	(1,648.23)	\$ 14,312.80	81.8%	\$ 3,187.20
8304	EMS Supplies	\$ 40,000.00	2,631.55	\$ 25,095.20	62.7%	\$ 14,904.80
8306	IVFA Dues	\$ 3,500.00	-	\$ 3,125.00	89.3%	\$ 375.00
8308	Fuel	\$ 170,000.00	10,908.49	\$ 111,048.04	65.3%	\$ 58,951.96
8311	Special Chemical Supplies	\$ 5,000.00	-	\$ 3,199.00	64.0%	\$ 1,801.00
8312	Fire Prevention Education Supplies	\$ 12,000.00	93.15	\$ 5,724.33	47.7%	\$ 6,275.67
8313	Inspection/Investigation Supplies	\$ 1,250.00	-	\$ 120.00	9.6%	\$ 1,130.00
8314	Hazardous Materials Mitigation	\$ 12,500.00	(4,268.38)	\$ 5,153.60	41.2%	\$ 7,346.40
8315	Color Guard Supplies	\$ 6,000.00	449.13	\$ 3,319.56	55.3%	\$ 2,680.44
		\$ 530,250.00	\$ 29,711.30	\$ 347,136.55	65.5%	\$ 183,113.45
Services & Charges						
8351	Seminars/Training	\$ 70,000.00	2,074.83	\$ 49,838.18	71.2%	\$ 20,161.82
8352	Legal Counsel & Expenses	\$ 53,000.00	2,614.27	\$ 26,839.43	50.6%	\$ 26,160.57
8353	Equipment Tests/Certifications	\$ 80,000.00	13,501.79	\$ 66,142.33	82.7%	\$ 13,857.67
8354	Computer Technical Support	\$ 58,157.75	3,467.63	\$ 36,873.47	63.4%	\$ 21,284.28
8355	Accounting Services	\$ 68,600.00	5,797.50	\$ 61,347.00	89.4%	\$ 7,253.00
8400	Telephone & Data Services	\$ 78,000.00	4,192.17	\$ 73,696.83	94.5%	\$ 4,303.17
8401	Contractual Services	\$ 85,000.00	6,894.88	\$ 39,217.50	46.1%	\$ 45,782.50
8402	Postage & Fees	\$ 3,000.00	7.47	\$ 441.73	14.7%	\$ 2,558.27
8403	Travel Expenses	\$ 12,500.00	755.29	\$ 11,232.50	89.9%	\$ 1,267.50
8450	Legal Advertising	\$ 1,500.00	12.50	\$ 155.76	10.4%	\$ 1,344.24
8451	Printing	\$ 1,000.00	-	\$ 814.45	81.4%	\$ 185.55
8500	General Insurance	\$ 178,200.00	458.92	\$ 148,873.47	83.5%	\$ 29,326.53
8501	Worker's Compensation Insurance	\$ 185,000.00	-	\$ 122,681.00	66.3%	\$ 62,319.00
8550	Utilities	\$ 162,500.00	8,727.66	\$ 106,899.54	65.8%	\$ 55,600.46
8600	Building Services	\$ 55,000.00	2,405.86	\$ 37,558.90	68.3%	\$ 17,441.10
8605	Equipment & Vehicle Repairs	\$ 100,000.00	2,583.17	\$ 87,007.68	87.0%	\$ 12,992.32
		\$ 1,191,457.75	\$ 53,493.94	\$ 869,619.77	73.0%	\$ 321,837.98
		\$ 16,963,967.75	1,302,113.24	\$ 13,883,199.15	81.8%	\$ 3,080,768.60

Special CUM Fire - Fund 8691		Adjusted Budget	Current Month Expenditures	YTD Expenditures	% Expended	Balance Remaining
Capital Outlays					92.0%	
8779	Small Vehicles	\$ 150,774.65	2,573.07	\$ 145,489.16	96.5%	\$ 5,285.49
8780	Misc, Equipment & Capital Outlays	\$ 221,933.20	17,151.72	\$ 127,840.48	57.6%	\$ 94,092.72
8781	Personal Protective Equipment (PPE)	\$ 160,000.00	6,492.72	\$ 123,500.83	77.2%	\$ 36,499.17
8782	Station 21 Mortgage	\$ 160,215.00	-	\$ 79,592.60	49.7%	\$ 80,622.40
8784	Building Renovations	\$ 140,314.30	55,793.19	\$ 124,435.19	88.7%	\$ 15,879.11
8785	Rescue 11 (22) Replacement	\$ 80,341.00	-	\$ 80,340.82	100.0%	\$ 0.18
8788	Engine 22	\$ 128,876.00	-	\$ 128,875.56	100.0%	\$ 0.44
8790	Apparatus Replacement	\$ 220,490.80	-	\$ 86,505.80	39.2%	\$ 133,985.00
8791	Station 26 Construction	\$ 661,922.50	-	\$ 660,236.49	99.7%	\$ 1,686.01
		\$ 1,924,867.45	\$ 82,010.70	\$ 1,556,816.93	81%	\$ 368,050.52

E

Restricted Donation - Fund 8875		Adjusted Budget	Current Month Expenditures	YTD Expenditures	% Expended	Balance Remaining
Supplies					92.0%	
8304	EMS Supplies	\$ 15,000.00	793.38	\$ 15,000.00	100.0%	\$ -
		\$ 15,000.00				
Services & Charges						
8353	Equipment Tests/Certifications	\$ 8,760.00	-	\$ 8,760.00	100.0%	\$ -
8600	Building Services	\$ 8,240.00	(360.00)	\$ 8,240.00	100.0%	\$ -
		\$ 17,000.00				
Capital Outlays						
8791	Station 26 Construction	\$ 300,000.00	-	\$ 300,000.00	100.0%	\$ -
		\$ 300,000.00				
		\$ 332,000.00	\$ 433.38	\$ 332,000.00	100%	\$ -

Administrative Monthly Report December 2025

CURRENT SITUATION

Continuing to work with IT on various FirstDue modules
Working with Senator Baldwin and Franklin Peters on Financial Impact of SEA1
Santa Parades are underway on the weekends
Working with training and IDHS to host an Instructor Development training at Station 25
Working on Payroll process with new First Due software

ACCOMPLISHMENTS

Worked with On Board Benefits program managers to ensure open enrollment documents ready
Open Enrollment completed - finalizing all paperwork for 2026
Boot Drive held for 2026 Shop with a Firefighter
Attended Fire & Life Safety Public Educator training course
Met with training division to review the 2026 training calendar
Completed general insurance renewal with Capstone Insurance
Attended and spoke at the 2025 Indiana County Commissioners conference
Commissioners held a meeting in Bean Blossom to discuss fire protection, we were on hand for FPD information
Worked with legal on updating public notices and agendas
Created the 2026 28-day pay cycle calendar

PLANNED ACTIVITIES

Breakfast with Santa Event for MFD employees and families December 13 at Station 21
Fire Instructor Inservice at Station 25, December 6th
Firefighter Lung Screening at Station 21, December 15th
Shop with a Firefighter, December 20th in conjunction with Volunteer association and Local 5343
End of Year wrap up
Annual contract payment for Volunteers will be paid upon receiving of the required documents

PERSONNEL

New Hires: Full-time: 0 Part-time: 0 Substitutes: 1 Resignations: 0 Retirements: 0

Volunteer Hours: December

MONROE FIRE PROTECTION DISTRICT
Monroe County, Indiana
Risk Management Policy

I. PURPOSE

This Risk Management Policy will become effective on this 12th day of May, 2020. The purpose of this policy is to facilitate the preparation of financial statements in conformity with generally accepted accounting principles. Additionally, as part of our system of checks and balances, this policy will contribute to helping Monroe Fire Protection District ("MFD") achieve its objectives of transparency, fiscal responsibility and accountability, and continually striving for public trust and confidence.

II. CAPITAL ASSETS:

- Real and personal property owned by MFD.
- Have useful lives extending beyond a single reporting period (one year).
- Are depreciated using the straight-line method with no allowance for salvage value.
- Have nine (9) classifications described by SBOA.

A. CLASSIFICATIONS:

1. **Land.** All land, including right of ways, is capitalized at the time of acquisition regardless of historical costs or fair value, if donated. Land records must include the following information:
 - Location;
 - Acreage;
 - Acquisition date; and
 - Purchase price. (If purchase price is not available the assessed, appraised, or fair market value may be used.)
2. **General Infrastructure.** Examples of infrastructure include: roads, bridges, tunnels, drainage systems, storm water systems, dams, or lighting systems. General Infrastructure records must include the following information:
 - Description;
 - Location; and
 - Cost.
3. **Buildings.** Building records must include the following information:
 - Location;
 - Purchase price; or Construction cost and cost of improvements; or
 - If building is a gift, the appraised value at time of acquisition.
4. **Improvements Other Than Buildings.** This category is defined as permanent improvements, other than buildings, that add value to land. Examples include: fences, retaining walls, sidewalks, gutters, and parking lots. Records of Improvements Other Than Buildings must include:
 - Location;

- Cost; or Acquisition value.
5. **Machinery and Equipment.** Defined as tangible property of a permanent nature, (other than land, buildings, improvements, and vehicles) having a useful life of more than one (1) year. Examples include: machinery, software, commercial kitchen equipment, medical equipment, metal detectors, etc.
 - **Per unit** cost must be equal, or more than the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
 - Purchase cost must be included.
 6. **Vehicles.** This category includes automobiles, light trucks, heavy trucks, fire engines & apparatus, and boats, having a useful life of more than one (1) year. Records must include:
 - Purchase cost; or
 - If the vehicle is a gift, fair market value at time of acquisition.
 7. **Construction in Progress.** Construction in Progress is defined as construction work that has begun but has not been completed in the current reporting fiscal year.
 - Will be reported at the rate of the total project estimate.
 - Upon completion of the project, this asset must be moved into the proper category, and any necessary adjustment to project cost will be made at this time.
 8. **Books and Other.** This category may include a collection of books, periodicals, archives, CD's, etc. This section can also be used for any other types of assets not listed.
 9. **Federal Items Purchased through a Federal Grant.** All items purchased with federal grant money must be reported as a capital asset if the item meets or exceeds the statutory threshold of Five Thousand Dollars (\$5,000.00). Items purchased with federal grant money will be categorized separately from other like items that were not purchased with federal grant money.

B. CAPITALIZATION THRESHOLDS

Capital Assets must be included in the list if they have an original purchase cost or value equal to or greater than the amount below. Assets will remain on the capital asset list and part of the property record until they are retired, disposed of, sold, or traded in, regardless of the depreciated value.

The capitalization threshold for the following classes of assets shall be:

1. Land	\$ 0.00
2. General Infrastructure	\$ 0.00
3. Buildings	\$ 0.00
4. Improvements other than Buildings	\$ 10,000.00
5. Machinery and Equipment	\$ 5,000.00
6. Vehicles	\$ 75,000.00
7. Construction in Progress	\$ 50,000.00
8. Books and Other	\$ 20,000.00
9. Federal Items Purchased through a Federal Grant	\$ 5,000.00

C. IMPROVEMENTS TO BUILDINGS AND GENERAL INFRASTRUCTURE

To increase the value of buildings or infrastructure assets, improvements must do one (1) of the following:

1. **Increase capacity** – Increases the level of service provided by the asset. Examples include: an addition to a building providing increased square footage, hence, the capacity is increased and the capital outlay is capitalized;
2. **Increase efficiency** – Increased efficiency changes the level of service or output without increasing the size of an asset; or level of service is maintained but at a lower cost; and/or
3. **Extend the asset's estimated useful life beyond the original expectation** – extending the useful beyond the original expectation involves a significant alteration, structural change, or improvement.

While substantial repairs and renovations will be reviewed for potential capitalization, it is anticipated that most will be expensed in the current year. These expenses often merely restore the asset to the original service potential but do not necessarily improve the asset.

D. HISTORICAL COST OR ESTIMATED HISTORICAL COSTS

1. **PROSPECTIVE (likely to happen at a future date) REPORTING.** These services generally relate to the development of, presentation of, and reporting on prospective financial information, and provide either a report to a regulator, or a report to other parties prepared under the regulations provided by the regulator.

Capital assets are recorded at historical cost which includes any extra charges necessary to place the asset into its intended location, and condition for use. Cost of form, fit, and function should be considered. For example:

- Freight and transportation charges for machinery;
- Site preparation costs and professional fees for a building;
- Engineering costs (internal and external) including related preliminary project and environmental studies for a road;
- Project estimating, design, and planning (drawings and specifications);
- Construction engineering, construction management, construction inspection and project payment; and,
- Donated capital assets are recorded at their estimated fair value at the time of acquisition.

2. RETROACTIVE REPORTING AT TRANSITION OF GASB STATEMENT NO 34

When actual historical cost source data is unavailable, estimate cost using:

- Historical Cost (purchase or construction cost);
- A 'Going Price' at the time of acquisition; or
- A Consumer Price Index calculation. To estimate the cost of an asset item using a Consumer Price Index calculation (including Consumer Price Index and Federal Highway Price Trends), the estimator must first find the cost of the asset as if it were new today. The estimator would then find the corresponding estimated date of acquisition/construction on the appropriate schedule which will 'deflate' the replacement cost to an estimated historical cost. The Table of Cost Indexes schedule may be found in the State Board of Accounts (SBOA) County Bulletin from June 2018 (vol. 409, pg. 7) <https://www.in.gov/sboa/files/2018%20June.pdf>

E. ESTIMATED USEFUL LIVES OF DEPRECIABLE ASSETS

Capital Assets (defined):

- Have estimated useful lives extending beyond a single reporting period (one year); and
- Are depreciated using the straight-line method with no allowance for salvage value.

The estimated useful life values were developed with the input of knowledgeable staff and reflect our government's experience with these assets:

• Land and Improvements to Land	non-depreciable
• Buildings and Building Improvements	50 years
• Machinery and Equipment	5 years
• Vehicles:	
- Autos	5 years
- Light Trucks	8 years
- Heavy Trucks	20 years
• General Infrastructure:	
- Roads	50 years
- Bridges	75 years
• Outdoor Lighting	10 years
• Software	5 years

F. DEPRECIATION METHOD/CONVENTION

Depreciation will be calculated using the straight-line method and full-year convention. No salvage value or residual value will be recognized.

G. RESPONSIBILITY FOR PROPERTY RECORD MAINTENANCE

The MFD Fire Chief, or designee, will ensure reporting for capital assets is exercised by establishing a fixed capital asset inventory, initially and at a minimum, annually. The MFD Fire Chief, or designee, will further ensure the capital asset report will be updated annually to reflect:

- Improvements;
- Additions;
- Retirements;
- Transfer between departments;
- Annual capital asset balance for financial reporting purposes; and
- Annual and accumulated depreciation calculations and net book value amounts.

The individual Station utilizing physical property owned by MFD has the expressed responsibility to maintain day-to-day stewardship of the property.

All Stations have the responsibility to report capital asset improvements, additions, retirements, and transfers in detail to the MFD Fire Chief, or designee. Transfers and retirements of assets at or above the threshold are to be reported by the Stations to the MFD Fire Chief using the attached Asset and Inventory Retirement Form.

III. INVENTORY POLICY

A. INVENTORY (defined):

- Capital purchases (4000 line items) **not meeting the minimum capitalization criteria set forth in the Capital Asset** section of the Monroe Fire Protection District Risk Management Policy but that meet the criteria in the Inventory Policy are considered inventory items.
- Personal property owned by MFD.
- Physical items having useful lives extending beyond a single reporting period (one year).

B. CLASSIFICATIONS:

1. **Machinery, Furniture, and Equipment.** Defined as tangible property of a permanent nature, (other than land, buildings, improvements, and vehicles) having a useful life of more than one (1) year. Examples include: machinery, furniture, office equipment including but not limited to computers and data processing equipment, and desks, safes, cabinets, cellphones, etc.
 - **Per unit** cost must be equal, or more than the threshold listed for this category but less than the capitalization criteria.
 - Purchase cost must be included.
2. **Vehicles.** This category includes automobiles, light trucks, heavy trucks, busses, and boats, having a useful life of more than one (1) year. Records must include:
 - Purchase cost; or
 - If a gift, fair market value at time of acquisition.
3. **Books and Other.** This category may include a collection of books, periodicals, archives, CD's, etc. This section can also be used for any other types of assets not listed.
4. **Federal Items Purchased through a Federal Grant.** Any items purchased with federal grant money for \$5,000.00 or less must be maintained as inventory. Items purchased by Federal funds cannot be disposed of without the approval of the awarding agency UNLESS the item(s) was/were clearly stated as exempt within the award.

C. INVENTORY THRESHOLDS

Inventory items must be included on the inventory list if they have an original purchase cost or value equal or greater than the amount below. Inventory items will remain on the inventory list and part of the property record until they are retired, disposed of, sold, or traded in.

The threshold for the following classes of inventory items shall be:

- | | |
|---|----------------------------|
| 1. Machinery, Furniture, and Equipment | \$ 1,000.00 – \$ 4,999.99 |
| 2. Vehicles | \$ 1,000.00 – \$ 74,999.99 |
| 3. Books and Other | \$ 1,000.00 – \$ 19,999.99 |
| 4. Federal Items Purchased through a Federal Grant
(Not meeting the \$5,000.00 threshold for capital assets) | Less than – \$ 5,000.00 |

D. DEPARTMENT LEVEL RESPONSIBILITY FOR PROPERTY CONTROL

Capital assets that do not meet the capitalization criteria listed in this policy but warranting 'control' may meet the criteria of the Monroe Fire Protection District Inventory Policy. Should the item(s) in question not meet the threshold for *either* policy but still warrant control, the item(s) shall be inventoried and an appropriate list be maintained.

Assets below the capitalization threshold and not on the MFD inventory list but considered *sensitive* may include:

- Postage Stamps;
- Batteries;
- Electronic office equipment such as clocks, calculators, label makers;
- Currency counters, check scanners, credit card readers;
- Sports equipment;
- Clothing, Footwear; and
- Refrigerators, microwaves, water coolers.

Stewardship of these minimum but sensitive items is the express responsibility of the station utilizing these properties; however, the MFD Fire Chief, or designee, shall have the right to request copies of the inventory and/or updated inventory of controllable items so as to periodically review the information, and adherence to MFD policy where applicable.

E. RESPONSIBILITY FOR PROPERTY RECORD MAINTENANCE

MFD Fire Chief, or designee, will ensure tracking of inventory is exercised by using a spreadsheet or database inventory process, and will conduct a physical inventory. Post initial inventory, individual Stations will be required to submit a yearly inventory by December 15th, of each year. MFD will further ensure that its inventory spreadsheet or database will be updated annually to reflect:

- Improvements;
- Additions;
- Retirements; and
- Transfer between Stations.

The individual Stations utilizing physical property owned by MFD has the expressed responsibility to maintain day-to-day stewardship of the property.

IV. RETIREMENTS AND DISPOSAL OF INVENTORY (Sale, Disposal, Surplus, or Relocation)

A capital asset or inventory item may be considered for retirement for any of the following reasons (the list is not all inclusive):

- Obsolete;
- Lost or Stolen;
- Public Safety Hazard;
- No longer usable for intended purpose; and/or
- Item is changing location – item will remain a district asset but location change must be recorded.

When an item becomes obsolete or no longer usable for its intended purpose, the Station will follow the FIXED CAPITAL ASSET and INVENTORY ITEM RETIREMENT PROCEDURE including completing the Fixed Capital Asset and Inventory Item Retirement Form, obtaining the necessary approval and/or documentation **before facilitating sale, disposal, or relocation** of any MFD asset or inventory item. The Fixed Capital Asset and Inventory Retirement Procedure incorporates Indiana Code 5-22-22 into MFD's retirement procedure (link above); however, please review the statute or contact MFD's legal counsel with questions. This section of code is summarized as follows:

No item (Chair, Table, Vehicle, Desks, Bookcases, Tools, Appliances, Technical Equipment) may be disposed, destroyed or placed for surplus without the following:

- A. *Determination of item(s) value.*
 1. *If 1 item =\$1,000 or more; **OR***
 2. *If more than one item total value =\$5,000 or more*
 - a. ***MUST be sold at a public sale or by sealed bids and advertised as per IC 5-3-1***
- B. *IF VALUE is LESS than \$1,000 or combined value less than \$5,000*
 1. *Resolution required attesting to the "less than" value is required and then:*
 - a. *May be sold at public or private sale or transfer of property without advertising.*
- C. *If items value is less than the sale and cost to transport, the item is deemed worthless and may be destroyed/disposed.*

Retirements apply to all capital assets and inventory items including but not limited to: land, buildings, machinery and equipment, vehicles, and general infrastructure.

- When an asset is retired, for any reason, it is to be removed from the property record and the appropriate reduction will be made to reflect the retirement.

It is in MFD's best interest that an employee not take ownership of, or personally profit from the disposal of an inventory or asset item. Therefore, no employee has singular authority to dispose of asset or inventory items without the proper approvals. It is also MFD's policy that employees are prohibited from purchasing MFD inventory or asset items that are disposed, unless public auction is held.

***Please see the Fixed Capital Asset and Inventory Item Retirement Procedure for further information on the retirement and surplus or sale of property process, and complete the accompanying form necessary for retirement of MFD assets or inventory items.**

LOST OR STOLEN CAPITAL ASSET OR INVENTORY ITEM

Items must be reported to the MFD Fire Chief and the Board of Fire Trustees.

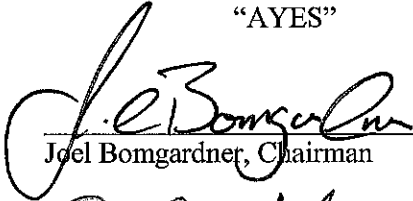
Actions will include:

- Physical inventory of Station;
- Theft and Loss report;
- Removal of asset or inventory item from MFD's list; and,
- Possible report to law enforcement agency, determined by the Board of Fire Trustees and Legal Counsel.


Monroe Fire Protection District Risk Management Policy approved this 12th day of May, 2020, by the Board of Fire Trustees.

Monroe County Board of Fire Trustees

“AYES”


Joel Bomgardner, Chairman


C. Ed Brown, Fiscal Officer


Vicky Sorensen, Vice-Chairman

“NAYS”

Joel Bomgardner, Chairman

C. Ed Brown, Fiscal Officer

Vicky Sorensen, Vice-Chairman

Monroe Fire Protection District

3953 S. Kennedy Drive Bloomington, Indiana
47401-619

Business: (812) 331-1906

Fax: (812) 336-1166

January 1, 2026

Ordinance 01-2025

Salary, Wages, Compensation and Allowances Ordinance

An ordinance stipulating the salary, wages compensation and allowances of persons who are compensated by the Monroe Fire Protection District, Bloomington, Indiana, for the calendar year **2026**

Payments of amounts as indicated within this ordinance are subject to budget approval of such amounts by the Monroe County Council and the Department of Local Government Finance (DLGF), either of which have authority to adjust annual budget amounts. In the event an adjustment in this ordinance is required, it will be accomplished by Board action correcting this ordinance or enacting an amended or revised edition of this ordinance.

Be it ordained by the Board of Trustees of Monroe Fire Protection District, and subject to the aforementioned budget approvals that the following provisions pertaining to salary, wages, compensation and allowances be in effect for calendar year 2026.

1.) Full Time Employees' Salary:

<u>Title/Position</u>	<u>Salary per annum</u>
Chief (1)	\$ 96,400.00
Deputy Chief (4)	\$ 90,365.00
Assistant Chief (2)	\$ 84,340.00
IT Specialist (1)	\$ 89,425.00
Battalion Chief (5)	\$ 78,330.00
Fire Marshal (2)	\$ 78,330.00
1st Class Firefighter (87)	\$ 76,460.00
Administrative Assistant (2)	\$ 80,517.00
Fleet Manager (1)	\$ 78,330.00

Part - Time Employees (FTEq) - \$15.00 - \$30.00 per hour.

2.) Substitute / Emergency / Overtime / Training:

Substitute employees will be paid in the amount of \$15.00 - \$ 30.00 per hour, based on qualifications. Full-time employees will be paid at Individual Overtime Rates.

Full-time employee off-duty Training Pay is paid at Individual Overtime Rates. Full-time employee off-duty Ambulance Pay is paid at Individual Overtime Rates.

3.) Officer Pay:

Officers of the department will be paid the following amounts per annum for their position.

Officers' pay for persons who are full time employees may be pro-rated and paid two (2) times a month salary.

Except as noted** Not subject to Cost of Living Adjustment.

<u>Title</u>	<u>Per Annum **</u>
Fire Chief (1)	\$ 36,000.00
Deputy Chiefs (4)	\$ 27,000.00
Assistant Chiefs (3)	\$ 22,500.00
Battalion Chiefs (5)	\$ 18,000.00
Fire Marshal	\$ 18,000.00
Captains (8) & Fleet Manager	\$ 12,500.00
Company Officers (16)	\$ 11,000.00
Sergeants (15)	\$ 5,500.00
Chauffeurs (12)	\$ 5,550.00
Engineer	Per ride out pay schedule
Part time Chauffeurs (6)	\$ 750.00

4.) Longevity:

All full-time employees: The amount of One hundred and fifty dollars (\$150) per year will be paid to full time employees for each full year of service satisfactory to, or accepted by, and calculated by the district using their procedures, up to twenty-five (25) years or a maximum of three thousand, seven hundred and fifty (\$3,750.00) This amount will be included in regular salary and included in the regular two (2) times a month pay.

Longevity will be calculated on number of years of creditable service completed with or accepted by this district as creditable after one year of service and as of the calendar year of the member's anniversary.

5.) Payment in lieu of health insurance:

All full-time employees. The amount of Three Thousand dollars (\$3,000.00) per annum may be paid to a full-time employee, who elects to provide his or her own Medical insurance in lieu of the department paid Group Medical insurance. This annual incentive payment will be paid in 24 equal amounts and included in the two (2) times a month pay. This payment will not be paid separately, e.g. by a separate check if no pay is due. (Approved March 1997 SBA auditor). This \$3,000 is in lieu of taking District health insurance and shall not be included in regular pay or calculated into hourly rates.

6.) Incentives:

Full time Employees: An amount up to Twelve hundred dollars (\$1,200) per annum may be paid to persons who attain/maintain Emergency Medical Technician (EMT) status and perform these duties satisfactorily.

This amount will be paid from the incentive line in the annual budget and will be pro-rated for employees who start or terminate employment mid-year. Qualifying Full time employees may receive up to \$600.00 payable in June and up to \$600.00 in December.

Part-time and Volunteer Employees: An amount up to Six hundred dollars (\$600) per annum may be paid in December to persons who attain/maintain first responder (EMR) or Emergency Medical Technician (EMT) status and perform these duties satisfactorily. This amount will be paid from the incentive line in the annual budget and will be prorated for employees who start or terminate employment mid-year.

An amount up to Five hundred dollars (\$500) per annum may be paid to persons who attain/maintain HazMat Tech Certification. **Full time employees** will be paid this amount from the incentive line in the annual budget and it will be included in the two (2) times a month pay check. **Part time employees** who attain/maintain HazMat Tech Certification receive the \$500.00 in December. (Pro-rated for mid-year hires/terminations)

An amount up to Five hundred dollars (\$500) per annum may be paid to **full time employees** who hold or attain an Associate's degree. An amount up to One thousand dollars (\$1,000) per annum may be paid to **full time employees** who hold or attain a Bachelor's degree. This amount will be paid from the incentive line in the annual budget and will be included in the qualifier's two (2) times a month pay check.

7.) Uniform Allowance:

Full time employees will be paid the amount of One thousand five hundred dollars (\$1,500.00) per annum for procurement and maintenance of required uniforms. The \$1,500.00 will be distributed equally in two payments of Seven hundred fifty dollars (\$750.00) each, normally in June and December. Amount will be pro-rated for mid-year hires/terminations.

Part time employees will be paid the amount of Five hundred dollars (\$500.00) per annum, distributed equally in two payments of Two hundred fifty dollars (\$250.00) each, normally in June and December. Amount will be pro-rated for mid-year hires/terminations.

8.) Length of Service Annuity:

For Volunteers only, and in accordance with the District approved program (LOSAP). Persons, who are members of the Indiana Fireman and Policeman Retirement Fund, INPRS, are not eligible to participate in this program.

9.) Trustee Compensation:

Board of Fire District Trustees will be compensated an amount of \$ 4,048.00 per annum, as indicated below: Chair, Vice Chair, Fiscal Officer & Four (4) Board Members will each be paid a compensation distributed equally and quarterly, based upon a calendar year and normally paid on March 1, June 1, September 1 and December 1.

10.) Contract with the Monroe Fire Protection District Volunteers, Inc.:

Per negotiated contract.

11.) Certified Salary:

The certified salary for a Full-time 1977 Fund first class firefighter for calendar year 2026, will be) seventy-six thousand, four hundred and sixty dollars (\$76,460.00) plus longevity up to 25 years, which is a maximum of three thousand, seven hundred and fifty dollars (\$3,750.00) for a total of eighty thousand, two hundred and ten dollars (\$80,210.00). 1977 Fund contribution increase takes effect with the first payroll in January each year.

12.) Overtime:

Overtime rate is set at time and a half with the District Board's approval of this Salary Ordinance.

13.) Withholding for Group Health Insurance:

Full time employees: Each participant will have five to fifteen percent (5% - 15%) of the gross premium withheld from their pay in the two (2) times a month pay check, 24 pay periods per annum, for Group Medical, Dental and Vision insurance.

Employees must notify the Human Resources Administrative Assistant (HRAA) in writing within thirty (30) days of beginning employment if they wish to enroll in the District's insurance plans. Employees must also notify the HRAA by July 1 of the preceding year if they plan to add any eligible dependents to the District's insurance plans the following calendar year. Failure to notify HRAA in writing may require additional contributions be made by the employee. Eligible dependents may be added to the District's health insurance plans effective January 1. Life events such as Marriage, Divorce, Death of a Spouse or Dependent & Birth or Adoption of a Child must be communicated to the HRAA in writing within 30 days of the event.

Employees choosing the High Deductible Health Plan may elect to open a Health Savings Account (HSA). The District will make contributions to each employee's HSA totaling Two thousand dollars (\$2,000) per annum. The contribution will be distributed equally and quarterly, based upon a calendar year and normally paid on March 1, June 1, September 1 and December 1. (Amount will be prorated for mid quarter hires/terminations)

14.) Vacation:

Per district approved leave policy.

15.) Holidays:

Full and part-time personnel. Holidays, except those listed in the next paragraph, will be worked as regular shifts.

16.) Holiday Pay:

Persons who work a full 24-hour shift on any of the following listed eleven (11) holidays will be paid an additional amount of One hundred and fifty dollars (\$150.00) per shift. Holiday shift commences at 0700 hours local time on the day of the holiday. Personnel must work their full shift to receive full additional pay or 12 hours to receive half (\$75.00)

1. New Year's Day
2. Good Friday
3. Easter
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veterans Day
8. Thanksgiving Day
9. Christmas Eve
10. Christmas Day
11. New Year's Eve

Administrative personnel shall receive holidays off with pay following the schedule of holidays approved by the Monroe County Board of Commissioners.

17.) Mileage Reimbursement:

Mileage reimbursement is considered for employees using their personal vehicle while performing District business. The rate will be determined by the IRS standard mileage rate for business travel.

18.) Early Retirement

Full time employees enrolled in INPRS PERF (not including the PERF '77 fund) may be eligible for a one-time payment, limited to \$25,000, to supplement the employee's INPRS benefits until the employee is eligible for Medicare. Refer to the MFPD Employee Handbook for further details.

19.) Ride Out Pay Schedule

This section applies to merited chauffeurs, engineers and officers as detailed below:

Chauffeurs to Officer	12hr rate	\$15.00	24hr rate	\$30.00
Engineer to Officer	12hr rate	\$20.00	24hr rate	\$35.00
Engineer to Chauffeur	12hr rate	\$15.00	24hr rate	\$30.00
Officer to Battalion	12hr rate	\$40.00	24hr rate	\$80.00

Ordinance 01-2025
Salary, Wages, Compensation and Allowances Ordinance

**PASSED BY THE BOARD OF TRUSTEES OF THE MONROE FIRE PROTECTION DISTRICT
BLOOMINGTON, MONROE COUNTY, INDIANA, ON THIS 10TH DAY OF DECEMBER 2025.**

"AYES"

"NAYS"

Vicky Sorensen, Chair

Vicky Sorensen, Chair

Michael Baker,
Fiscal Officer

Michael Baker,
Fiscal Officer

Mark Kruzan, Vice Chair

Mark Kruzan, Vice Chair

Daniel Vest, Board Trustee

Daniel Vest, Board Trustee

Susan Hingle, Board Trustee

Susan Hingle, Board Trustee

John Bernstein, Board Trustee

John Bernstein, Board Trustee

Kevin R. Robling, Board Trustee

Kevin R. Robling, Board Trustee

ATTEST: _____
Michael Baker, Fiscal Officer

Monroe Fire Protection District Bylaws

Adopted by the Monroe Fire Protection District Board of Fire Trustees at its regular meeting on September 16, 2021

Amended: March 9, 2022 by the Monroe Fire Protection District Board of Fire Trustees at its regular meeting

Amended: December 14, 2022 by the Monroe Fire Protection District Board of Fire Trustees at its regular meeting

ARTICLE I: DEFINITIONS

1.0 - DEFINITIONS

As used in the Board's bylaws and policies, the following terms shall have the meaning set forth below:

Board: The Board of Fire Trustees of the Monroe Fire Protection District, which is created by IC 36-8-11.

Bylaw: A rule of the Board for its own governance adopted by a Board vote at a meeting.

Chair: An officer of the Board who, as part of their duties, presides over its meetings and has such other duties as may be defined by the Board's bylaws and policies and applicable law.

District: The Monroe Fire Protection District.

Due Process: Procedural due process requires an established rule or standard, notice of facts of an alleged violation and the applicable rule or standard (accusation), and an opportunity to respond before a decision is made.

Fiscal Officer: A bonded officer of the Board charged with the faithful receipt and disbursement of the funds of the district. (IC 36-8-11-2)

Full Board: All Trustees of the Board.

May: A statement providing that an action is permitted but not required.

Meeting: A gathering of the majority of the Trustees of the Board for the purpose of taking "official action" on "public business" of the District. IC 5-14-1.5-2(c), (d), and (e).

Official Action: Board action to receive information, deliberate, make recommendations, establish policy, make decisions, or take final action. IC 5-14-1.5-2(d).

Policy: A general, written statement approved by the Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

Public Business: The performance by the Board of a function upon which it is specifically authorized to take official action, or not statutorily prohibited from performing. IC 5-14-1.5-2(e), IC 36-8-11.

Quorum: A majority of the Board of Fire Trustees. IC 36-8-11-14.

Shall: Expressing non-discretionary required action or action, synonymous with "will" or "must".

Trustee: Each member of the Board of Fire Trustees.

Vice-Chair: An officer of the Board who presides over its meetings in the absence of the Chair and has such other duties as may be defined by the Board's bylaws and policies and applicable law.

Voting: An action by which a Trustee indicates approval or rejection of a motion by a Trustee that has been seconded by another Trustee at a meeting convened in compliance with all applicable laws including the Indiana Open Door Law (IC 5-14-1.5).

ARTICLE II: BOARD ORGANIZATION

2.1 - NAME

The governing body of this District shall be known officially as the Board of Fire Trustees of the Monroe Fire Protection District.

2.2 - PURPOSE

The Board exists for the purpose of governing the system for providing fire protection services to the District.

2.3 - BOUNDARIES

The boundaries of the District shall be the unincorporated areas of Perry Township, Clear Creek Township, Indian Creek Township, Van Buren Township, Bloomington Township, Washington Township, and Benton Township in Monroe County, Indiana, defined by the Monroe County Board of Commissioners as being part of the District.

2.4 - ADDRESS

The official address of the District is its headquarters, 3953 S. Kennedy Dr., Bloomington IN, 47401.

2.5 - NUMBER OF TRUSTEES

As adopted by ordinance of the Monroe County Commissioners, the Board shall consist of seven (7) Trustees; one from Perry Township, one from Clear Creek Township, one from Indian Creek Township, one from Van Buren Township, ~~and one from Bloomington Township~~; one from Benton Township; and one from Washington Township. IC 36-8-11-12.

2.6 - APPOINTMENT OF TRUSTEES AND ELIGIBILITY TO SERVE

Trustees of the Board shall be qualified and appointed in accordance with Ind. Code 36-8-11 and the organizing ordinances of the Monroe County Commissioners. In accordance with Ind. Code 36-8-11-12, a person who:

- (1) is a party to a contract with the district; or
- (2) is a member, an employee, a director, or a shareholder of any corporation or association that has a contract with the District;

may not be appointed or serve as a trustee. The trustees must be qualified by knowledge and experience in matters pertaining to fire protection and related activities in the District.

If a vacancy occurs on the board, the Monroe County Commissioners shall appoint a trustee who is qualified for the unexpired term.

2.7 - TERM

The term of each Trustee shall be four (4) years. IC 36-8-11-12.

2.8 - OATH

Each newly-appointed and re-appointed Trustee shall take an oath of office administered by a notary public or other qualified person not later than thirty (30) days after the beginning of the term of office to which the Trustee was appointed. IC 5-4-1-1.

The oath must be signed by the Trustee and the person who administers it and filed in the Monroe Circuit Court Clerk's Office.

2.9 - COMPENSATION

As compensation for their services, each trustee may receive not more than one hundred dollars (\$100) a day for each day devoted to the work of the District. In addition, each trustee may be reimbursed for actual expenses, including traveling expenses at a rate equivalent to that provided by statute for state employees. Claims for expense reimbursement must be accompanied by an itemized written statement and approved by a recorded motion of the Board. (IC 36-8-11-14)

2.10 - OFFICERS

The Board shall elect from its Trustees a Chair, Vice-Chair, and a Fiscal Officer all of whom are separate Trustees. (IC 36-8-11-14)

Election of officers shall be by a majority of the Trustees. Where no such majority exists on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.

Officers shall serve for one year and until their respective successors are elected and shall qualify. An officer may be removed from their officer position for cause by a majority vote of the full Board. The Board shall fill a vacancy in either office within thirty (30) days of the occurrence of the vacancy.

ARTICLE III: BOARD POWERS AND DUTIES

3.1 - BOARD POWERS

The Board shall have all the powers granted to it by Indiana Code 36-8-11 and, as permitted by applicable law, these Bylaws.

3.2 - BYLAWS AND POLICIES

The Board shall adopt bylaws and policies for the organization and operation of this Board and the District.

The bylaws and policies may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected, except that the Board may upon a vote and where compelling reasons exist, cause to suspend at any time the operation of a bylaw or policy herein contained, provided the suspension does not conflict with law, and such suspension shall terminate at the next meeting of the Board or at such earlier time as is specified in the motion to suspend.

These bylaws and policies may be adopted or amended at a single meeting of the Board in an emergency. An emergency shall be defined for purposes of this rule as any situation or set of circumstances which the Board has reason to believe will negatively impact the District's ability to provide fire services or jeopardize the safety or welfare of the District's citizens or employees of the District.

Any resolution adopted under emergency conditions shall expire automatically at the first public meeting of the Board following the abatement of the emergency unless the Board moves to adopt said resolution in final form.

Bylaws shall be adopted, amended, repealed, or suspended by a positive vote of the majority of Trustees. Policies shall be adopted, amended, or repealed by a positive vote of majority of Trustees.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board.

The parliamentary authority governing the Board shall be Rosenberg's Rules of Order in all cases in which it is not inconsistent with statute, administrative code, or these bylaws.

3.3 - SELECTION OF A FIRE CHIEF

The Board shall exercise its executive power in part by the appointment of a Fire Chief who shall enforce the statutes of the State of Indiana, the policies of this Board, and any standard operating procedures of the District.

3.4 - FIRE CHIEF AUTHORITY

The Fire Chief shall consult with the Board with regard to the development and/or revision of policies.

The Fire Chief shall prepare standard operating guidelines for the administration of the District that are consistent with statutes and/or the policies of this Board.

Such standard operating guidelines shall be binding on the employees of the District when issued.

The Fire Chief shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board at the next meeting following such action.

3.5 - JUDICIAL

The Board may assume jurisdiction over any dispute or controversy arising within this District and concerning any matter in which authority has been vested in the Board by statute, rule, a contract, or policy of this Board.

In furtherance of its adjudicatory function, the Board may hold hearings which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.

Beyond the basic requirements of due process, a hearing may vary in form and content in line with the severity of the consequences which may flow from it, the degree of difficulty of establishing findings of fact from conflicting evidence, the impact of the Board's decision on the District, and any statutory or regulatory requirements.

In order to provide a fair hearing for the parties to a matter to be adjudicated by the Board, Trustees shall be impartial in such matters and capable of making a decision based solely upon the evidence presented by the parties. Therefore, Trustees shall not conduct or participate in any investigation of the facts in such matters; collect, evaluate, or review the facts of the matter prior to presentation of the facts to the Board; or form or express an opinion not subject to change on any aspect of the pending matter. A Trustee's mere personal knowledge shall not automatically disqualify the Trustee from participating in the matter.

If a Trustee testifies concerning a material fact in dispute, has a personal interest in the matter under consideration, has participated in the gathering of evidence or the formulation of strategy, or has expressed an opinion on one or more material facts in dispute, that Trustee shall not participate in the Board's consideration of the matter or vote in the matter, unless the Trustee certifies and declares to the parties in the matter and to the Board that s/he is capable of resolving the matter based solely on the evidence presented to the Board. If a Trustee is unable to make this certification, the Trustee shall voluntarily recuse himself/herself and shall participate in any evidentiary hearing, discussion, or vote in the matter.

3.6 - PUBLIC EXPRESSIONS OF TRUSTEES

The Board Chair functions as the official spokesperson for the Board.

From time-to-time, however, individual Trustees make public statements on District matters to local media or to local and/or state officials. Sometimes the statements imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents can embarrass both the Trustee and the Board. Therefore, Trustees should, when writing or speaking on District matters to the media, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

A. This bylaw shall apply to all statements and/or writings by individual Trustees not explicitly sanctioned by a majority of its Trustees, except as follows:

1. correspondence, such as legislative proposals, when the Trustee has received official guidance from the Board on the matters discussed in the letter
2. routine, not for publication, correspondence of the Fire Chief and other Board employees
3. routine "thank you" letters of the Chair of the Board
4. statements by Trustees on non-District matters (providing the statements do not identify the author as a Trustee of the Board)
5. personal statements not intended for publication

B. Copies of this bylaw may be sent to local media by the Fire Chief.

3.7 - CONFLICTS

Trustees shall utilize the authority of their position solely for the benefit of the District. To this end:

A. Conflict of Interest Disclosure

If a Trustee or a spouse or dependent has a pecuniary interest in a contract or purchase to be approved by the Board, or a Trustee or a spouse or dependent will profit from a contract or purchase to be approved by the Board, the Trustee shall submit a written Conflicts of Interest disclosure on State Board of Accounts Form 236.

When a Trustee makes a Conflicts of Interest disclosure as provided above, the disclosure shall be submitted for approval by the Board before the Board considers approval of the contract or purchase addressed in the disclosure, provided the contract or purchase will be funded entirely by funds other than those received from a Federal grant or award.

The Trustee shall not participate in the discussion or vote on the acceptance of his/her disclosure or approval of the contract or purchase, and the role played by this Trustee shall be described in the minutes of the meeting.

A written conflict of interest disclosure on State Board of Accounts Form 236 that is approved by the Board shall be filed by the Fire Chief with the State Board of Accounts and the Monroe County Circuit Court Clerk's office within fifteen (15) calendar days after approval by the Board. IC 35-44.1 -1-4

B. Profiteering From Public Service

For one (1) year after leaving the Board, a Trustee of the Board shall not obtain a pecuniary interest in any contract or purchase which was approved by the Board during his/her Board service unless the former Trustee:

1. was screened from any participation in the contract or purchase
2. has not and will not receive a part of any profit from the contract or purchase by the Board; and
3. promptly gives notice to the Board of his/her interest in the contract or purchase.

This limitation does not apply if the Trustee receives less than \$250.00 of the profits from the contract or purchase.

3.8 - GIFTS

A Trustee or a District employee making a recommendation to the Board on a matter to be considered by the Board shall not accept a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter in accordance with the restrictions and provisions of IC 35-44.1-1-2.

A Trustee who has accepted a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision may return the gift or gratuity or its value to the source and thereafter participate in the process of consideration of the matter, and the Board vote on the matter.

If a Trustee taking part in evaluating a proposal to be considered by the Board, or a dependent of that Trustee, has accepted a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision, the Trustee shall abstain from all involvement in the formulation of a recommendation to the Board, Board discussion on the matter, and the Board vote on the matter.

3.9 - USE OF ELECTRONIC MAIL

Under no circumstances shall Trustees use email to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

Email messages to and from Trustees may be subject to production in response to an Indiana Access to Public Records Act ("APRA") request.

ARTICLE IV: BOARD MEETINGS

4.1 - ORGANIZATIONAL MEETING

The Board shall organize annually in January at a meeting held in accordance with law. The meeting shall be called to order by the ranking officer of the preceding Board who shall serve as presiding officer until the election of the Chair.

The Board shall, at its first meeting of the year:

- A. Elect a chair, vice chair, and fiscal officer, each of whom is a different Trustee. (36-8-11-14)
- B. Appoint a secretary of the Board and of the District who is a person, other than the Fire Chief, who is not a Trustee of the Board.
- C. Fix a time for holding regular meetings, which shall occur at least once in the months of January, April, July, and October. (IC 26-8-11-13)

4.2 - COMMITTEES

Committees appointed directly by the Board or the Chair shall constitute a "governing body" as defined in the Open Door Law. IC 5-14-1.5-2. When specifically charged to do so by the Board or Chair, a committee shall conduct studies, receive information, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board.

Meetings of committees appointed directly by the Board or its Chair and given authority to take official action upon public business are subject to the Open Door Law and shall give notice of meetings and hold public meetings as required by that statute. "Official action" includes receiving information, deliberating, and making recommendations. A committee subject to the Open Door Law shall keep minutes of its meetings.

Meetings of committees appointed by the Fire Chief that report to the Fire Chief shall not be subject to the Open Door Law, but records of committees appointed by the Fire Chief shall be subject to the Access to Public Records Act.

4.3 - QUORUM

A majority of the Trustees shall constitute a quorum (IC 36-8-11-14), and no official action shall be conducted in the absence of a quorum.

4.4 - REGULAR MEETINGS

The Board shall hold a meeting on a date and at a time and place determined annually by the Board.

In the event the date, time, or place of a meeting needs to be changed, which change is in the best interest of the Board and/or the District, such change may be made by action of the Board, provided that the proper notice is given.

4.5 - SPECIAL MEETINGS

Special meetings of the Board may be called by the Chair or any two (2) Trustees, provided there is compliance with the notice provision of these Bylaws. (IC 36-8-11-13)

4.6 - EMERGENCY MEETINGS

In the event of a severe and imminent threat to the health, safety, or welfare of the District, its employees, or citizens, any Trustee of the Board, or the Fire Chief may call an emergency session if it can be shown that delay would be detrimental to efforts to lessen or respond to the threat. No formal notice to Trustees of any emergency meeting shall be required, but the press and public shall be notified.

4.7 - MEETING OF THE BOARD DEFINED

As used in these by-laws, "meeting" means a gathering of a majority of Trustees for the purpose of taking "official action" as defined at IC 5-14-1.5-2(d) on public business. The term "meeting" does not include any exception set forth in statute, including the following:

- A. A social or chance gathering not intended to avoid the principles of the Indiana Open Door law set forth in IC 5-14-1.5-1.
- B. An on-site inspection of a project, program, or facility of applicants for incentives or assistance from the Board.

- C. Traveling to and attending meetings of organizations devoted to betterment of government.
- D. A caucus.
- E. A gathering to discuss an industrial or a commercial prospect that does not include a conclusion as to recommendations, policy, decisions, or final action on the terms of a request or an offer of public financial resources.
- F. An orientation of Trustees of the Board on their role and responsibilities as public officials, but not for any other official action.
- G. A gathering of Trustees for the sole purpose of administering the oath of office to a Trustee or Trustees.

4.8 - EXECUTIVE SESSION

The Board may meet in an executive session, one closed to the public (except the Board may admit those persons determined to be necessary to carry out the purpose of the executive session) after giving proper notice, for any reason authorized by statute, including the following purposes:

- A. where authorized by Federal or State statute.
- B. discussion of strategy with respect to 1) initiation of litigation or litigation which is pending or has been threatened in writing, 2) implementation of security systems, or 3) a real property transaction, including a purchase, a lease as a lessor, a lease as a lessee, a transfer, an exchange or a sale by the governing body, up to the time a contract or option is executed by the parties.
- C. to receive information about, and interview, prospective employees.
- D. with respect to any individual over whom the Board has jurisdiction, receive information concerning the individual's alleged misconduct, and to discuss, prior to determination, that individual's status as an employee.
- E. discussion of records classified as confidential by Federal or State statute.
- F. discussion of an employee's job performance evaluation.

G. when considering the appointment of a public official, to develop a list of prospective appointees, to consider applications and make one (1) initial exclusion of prospective appointees from further consideration.
(IC 5-14-1.5-6.1)

A final action must be taken at a meeting open to the public.

In keeping with the confidential nature of executive sessions, no Trustee of the Board shall disclose the content of discussions that take place during such sessions.

4.9 - SERIES OF MEETINGS (GATHERINGS)

Trustees of the Board may not participate in a series of meetings (gatherings) if the series consists of at least two (2) gatherings and the series of gatherings meets all of the following criteria:

- A. one (1) of the gatherings is attended by at least three (3) Trustees but less than a quorum and the other gathering includes at least two (2) Trustees.
- B. the sum of the number of different Trustees attending any of the gatherings at least equals a quorum of the Board.
- C. all gatherings concern the same subject matter and are held within a period of not more than seven (7) consecutive days.
- D. the gatherings are held to take official action on public business.

A Trustee attends a gathering if the Trustee is present at the gathering in person or if the Trustee participates in the gathering by telephone or other electronic means, excluding electronic mail. (IC 5-14-1.5-3.1)

ARTICLE V: CONDUCT OF MEETINGS

5.1 - PRESIDING OFFICER

The Chair shall preside at all meetings of the Board. In the absence, disability, or disqualification of the Chair, the Vice-Chair shall act in the Chair's stead; if neither person is available, the Fiscal Officer shall preside at the meetings of the Board.

5.2 - AGENDA

The Fire Chief shall prepare and submit to each Trustee a written agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The

agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting.

Individual Trustees may include items on the agenda upon the concurrence of the Board Chair.

The agenda of each regular meeting shall be emailed, mailed or delivered to each Trustee so as to provide proper time for the member to study the agenda.

Prior to the meeting, a copy of the agenda shall be posted at the entrance to the meeting location. IC 5-14-1.5-4.

The Board shall transact business according to the agenda prepared by the Fire Chief and submitted to all Trustees in advance of the meeting. The order of business may be suspended or modified at any meeting by a majority vote of the Trustees present.

5.3 - VOTING

All regular and those special meetings of the Board at which the Board is authorized to take official action shall be conducted in compliance with the Indiana Open Door Law IC 5-14-1.5. No act shall be valid unless approved at a public meeting of the Board by a majority vote of the Trustees and a proper record made of the vote. (IC 36-8-11-14)

A Trustee who is not physically present at a meeting of the Board, but who communicates with the other Trustees during the meeting by telephone, computer, videoconferencing, or any other electronic means of communication that permits the Trustee to simultaneously communicate with the other Trustees and allows the public to simultaneously attend and observe the meeting, may participate in any Board discussion and is considered to be present at the meeting for purposes of establishing a quorum provided the following conditions are met:

1. At least fifty percent (50%) of the Trustees must be physically present at the location where the meeting is conducted.
2. The minutes of the meeting must state the following: The name of each Trustee who was physically present at the location where the meeting was conducted; the name of the Trustee(s) who participated in the meeting by the use of any electronic means of communication; and the name of the Trustee(s) who was absent.
3. The minutes of the meeting must identify the following: Electronic means of communication by which the Trustee(s) participated during the meeting; the electronic means of communication by which the public

attended and observed the meeting, if the meeting was not held in executive session.

4. All votes of the Board who are either physically present or attending by electronic communication must be taken by roll call vote.

Any Trustee participating in a meeting electronically may participate in any final action taken at the meeting only if the Trustee can be seen and heard.

A Trustee may not electronically attend more than fifty percent (50%) of the meetings in each calendar year unless the electronic participation is due to:

1. military service;
2. illness or other medical condition;
3. death of a relative; or
4. an emergency involving actual or threatened injury to persons or property.

A Trustee may attend two (2) consecutive meetings (a set of meetings) by electronic communication, but must physically attend at least one (1) meeting between sets of meetings attended electronically unless the electronic participation is due to:

1. military service;
2. illness or other medical condition;
3. death of a relative; or
4. an emergency involving actual or threatened injury to persons or property.

A Trustee may not participate in a meeting electronically if the meeting involves final action to:

1. adopt a budget;
2. make a reduction in personnel;
3. initiate a referendum;
4. establish or increase a fee;
5. establish or increase a penalty;
6. establish, raise, or renew a tax; or
7. use the governing body's eminent domain authority

Abstentions shall not be counted as votes, but shall be recorded in the minutes of a meeting and are deemed to acquiesce in the outcome of the vote. In situations in which a specific number of affirmative votes are required and abstentions have been recorded, the motion shall fail if the specified number of affirmative votes have not been cast. In the case of a tie vote in which a Trustee abstains, the motion shall fail for lack of a majority.

All actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each Trustee be recorded. Proxy voting shall not be permitted. Any Trustee may request that the Board be polled.

5.4 - PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

To permit fair and orderly public expression, the Board may provide a period for public participation at every regular meeting of the Board and publish procedures to govern such participation in Board meetings.

The presiding officer of each Board meeting at which public participation is permitted shall administer the procedures of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business and at the discretion of the presiding officer.
- B. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name and group affiliation, if and when appropriate.
- C. Patron comments are limited to three (3) minutes per spokesperson for a total of thirty (30) minutes.
- D. The presiding officer may:
 - 1. prohibit public comments which are frivolous, repetitive, or harassing;
 - 2. interrupt, warn, or terminate a person's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - 3. request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting;
 - 4. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly

progress of the meeting;

5. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
6. waive these rules.

E. Tape or video recordings are permitted, providing the person operating the recorder has given notice prior to the Board meeting and has agreed to abide by the following conditions:

1. No obstructions are created between the Board and the audience.
2. No interviews are conducted during the Board meeting.
3. No commentary is made that would distract either the Board or members of the audience.

5.5 - ADJOURNMENT

The Board may at any time recess or adjourn to an adjourned meeting at a time, date, and place announced before the adjournment takes place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. However, a meeting may not be recessed or adjourned for the purpose of conducting an executive session.

5.6 - MEETING MINUTES

The Board shall designate a person to keep minutes of each meeting showing the date, time, place, any decisions made at a meeting open to the public, and the purpose or purposes for which an executive session is called. The minutes shall also state the name of each Trustee who was physically present at the meeting, was not present at the meeting but participated by using a form of communication described in Bylaws, or was absent. (IC 5-14-1.5-4) These minutes must be approved by the Board at the next regular meeting. The minutes shall include all votes taken at the meeting. Proposed minutes shall be available for public inspection upon request within a reasonable period of time after the meeting to which the minutes refer. (IC 5-14-1.5-4) Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved. The minutes shall be available for inspection at the District's headquarters and/or the District's website.

The minutes shall show the general substance of all matters proposed, discussed, or decided and a record of all votes taken, by individual, if there is a roll call.

The minutes of an executive session shall show the date, time, and place of the session; the Trustees either present or absent; and the identification of the subject matter considered by specific reference to the enumerated instance(s) for which public notice was given. The Board shall certify in the minutes that it discussed no subject matter in the executive session other than the subject matter specified in the public notice.

ARTICLE VI: NOTICE OF BOARD MEETINGS

6.1 - NOTICE OF BOARD MEETINGS

The Board will give notice of regular, special, and emergency Board meetings to Trustees, news media, and the general public in compliance with Indiana law on the organization and operation of the governing body of a District and the Open Door Law.

As used in these bylaws, "legal holiday" means a day listed in I.C. 1-1-9-1.

6.2 - NOTICE OF REGULAR MEETINGS

As used in this bylaw, "regular meeting" means a meeting of the Board held in compliance with a schedule of meetings approved by the Board at its annual organizational meeting. Notice need not be given to a Trustee for holding or taking any action at a regular meeting. (IC 5-14-1.5-5)

Public notice of regular Board meetings will be given only once a year by posting a copy of the notice at the District headquarters and delivering notice to all news media which submit an annual written request for such notice for the next calendar year to the Board on or before December 31 of the preceding calendar year. (IC 5-14-1.5-5)

In addition to notice of regular meetings to the news media, the Board shall give public notice to persons who give the Board a written request for notice of meetings not later than December 31 of the preceding calendar year. The Board shall give this notice by email or by publishing notice of regular meetings on the Board's Internet website at least forty-eight (48) hours in advance of the meeting excluding Saturdays, Sundays, and legal holidays. (IC 5-14-1.5-5)

**Changes in the Date, Time, or Place of a Regular Meeting and Notice Required;
Notice of Executive Sessions and Reconvened Meetings**

Additional notice of a regular meeting shall be given by the Board if the date, time, or place of a regular meeting is changed. Notice to the public of a change in the date, time, or place of a regular Board meeting, executive session, or any rescheduled or reconvened meeting shall be given at least forty-eight (48) hours (excluding Saturdays, Sundays, and legal holidays) before the meeting is to convene by posting a copy of the notice at the District headquarters and the meeting location, if different from the headquarters, and delivering notice to all news media which submit an annual written request for such notice for the next calendar year to the Board on or before December 31st of the preceding calendar year. (IC 5-14-1.5-5) With the exception of executive sessions, this requirement does not apply to reconvened meetings where announcement of the date, time, and place of the reconvened meeting is made at the original meeting and recorded in the memoranda and minutes of the meeting if there is no change in the agenda. (IC 5-14-1.5-5)

6.3 - NOTICE OF SPECIAL BOARD MEETINGS

A "special meeting" of the Board is a meeting other than a regular meeting on a schedule of regular meetings established at the Board's annual organizational meeting. At a special meeting, the Board may take any action permitted at a regular meeting. Executive sessions are excluded from this definition.

Authority to Call a Special Meeting

A special meeting of the Board must be held when called by the Chair or two (2) Trustees. The call must be evidenced by a written notice specifying the date, time, and place of the special meeting. (IC 36-8-11-13)

Notice to Trustees of Special Meeting

A copy of notice of a special meeting shall be served upon each Trustee of the Board so that it is received by the Trustee at least seventy-two (72) hours before the special meeting is to convene. This notice shall be given by delivering written notice to the Trustee personally or by mail or email. Written notice of a special meeting is not required if: (1) the time of the special meeting has been fixed in a regular meeting; or (2) all Trustees were present at a meeting at which a special meeting was called. (IC 36-8-11-13)

If each Trustee of the Board has waived notice of the special meeting, notice of the meeting to Trustees is not necessary. Waiver of notice of a special meeting by a Trustee may be given by the Trustee's presence at the special meeting or the Trustee's execution of a written waiver of notice of the date, time, and place of the special meeting, executed either before or after the special meeting. If waiver of notice of a special meeting is executed by a Trustee after the meeting, the waiver also must state

in general terms the purpose of the special meeting. If a waiver specifies that the waiver was executed before the meeting, third persons are entitled to rely on the statement.

Notice to the Public and News Media of Special Meeting

Notice to the public and news media of a special meeting shall state the date, time, and place of the special meeting and the business to be transacted. This notice shall be given at least forty-eight (48) hours before the special meeting convenes, excluding Saturdays, Sundays, and legal holidays. (IC 5-14-1.5-5)

6.4 - NOTICE OF EMERGENCY MEETINGS

The Board may meet to address an actual or threatened emergency involving injury to person or property or actual or threatened disruption of the operation of the District. The notice requirements of the Open Door Law do not apply to a Board meeting, convened to address an emergency, but news media which have requested notice of meetings must be given the same notice as is given to Trustees and the public must be notified by posting a copy of the notice at the District's headquarters and on the District's website.

Personnel Handbook Updates/Corrections

- Personnel Certifications
 - Adding a section for Personnel Certifications after Minimum staffing requirements
 - All personnel must maintain the certifications listed within their job description
 - All personnel rehired by MFPD must complete 24 hours of reorientation
- Holiday Pay Page 32
 - Remove dollar amount and refer to Salary Ordinance
 - Needs to have Easter Sunday listed in the current holidays
- Additional Vacation Tier
 - Add a Tier 5 for service 20+ years – adding an additional 48 hours
- Military Leave

All members of the MFPD who are members of the armed forces are entitled to leaves of absence from their respective duties, without loss of time or pay, as described in the following paragraph,

for such times as those members are in the military service on active duty under the order of the Governor of the State of Indiana or under the order of the President of the United States.

Employees are to give advance verbal or written notice of their need for leave to perform military duty unless such notice would be unreasonable or is precluded by military necessity. Notification should be made to administrative staff and the members Battalion Chief.

To receive pay, the member must submit a written order or official statement requiring the military duty. No military leave will be approved until a request is received by the member and a copy of the orders requiring military service for the time period in question has been submitted to the administration and the members Battalion Chief.

The annual allotment for these periods of absence, with pay, are not to exceed 360 duty hours (Reference Indiana Code 10-16-7-5) in one calendar year for full time personnel or 180 duty hours in one calendar year for permanent part time personnel. Any military leave of absence beyond the annual allotment of duty hours, in one calendar year, may be by use of other accrued leave, or compensated equal to the difference between the qualified member's active duty military pay and the salary that the qualified member would have received if you had not been called to active duty (differential pay) (Reference Indiana Code 10-16-7-5(e)). Only leave without pay is subject to differential pay. Members using paid leave are not entitled to Differential Pay for the same time period.

Members requesting differential pay must submit a copy of the federal Leave & Earnings Statement (LES), or equivalent document, detailing basic active duty military pay for any time period(s) for which the employee is requesting differential pay to administrative staff within 30 days of completing military service.



Monroe Fire Protection District



2026

BOARD OF TRUSTEES

REGULAR MEETING SCHEDULE:

January 14th	February 11th	March 11th
Station 21	Station 25	Station 21
9094 S. Strain Ridge Road	5081 N. Old State Road 37	9094 S Strain Ridge Road
April 8th	May 13th	June 10th
Station 25	Station 21	Station 25
5081 N. Old State Road 37	9094 S Strain Ridge Road	5081 N. Old State Road 37
July 8th	August 12th	September 9th
Station 21	Station 25	Station 21
9094 S. Strain Ridge Road	5081 N. Old State Road 37	9094 S. Strain Ridge Road
October 14th	November 11th	December 9th
Station 25	Station 21	Station 25
5081 N. Old State Road 37	9094 S. Strain Ridge Road	5081 N. Old State Road 37

Per IC 36-8-11

(a) The board shall fix the time for holding regular meetings, but it shall meet at least once in the months of January, April, July, and October. The county legislative body may order that regular meetings be held more frequently. (b) Special meetings of the board may be called by the chairman or by two (2) trustees, upon written request to the secretary. At least three (3) days before a special meeting, the secretary shall send to all trustees a written notice fixing the time and place of the meeting. Written notice of a special meeting is not required if: (1) the time of the special meeting has been fixed in a regular meeting; or (2) all trustees were present at a meeting at which a special meeting was called.

Resolution 24-001

A resolution establishing ambulance fees to be charged by the Monroe Fire Protection District for ambulance services.

WHEREAS, the Monroe Fire Protection District provides ambulance services to citizens in Monroe County, Indiana; and,

WHEREAS, the legislature of the State of Indiana has provided that ambulance service providers may charge up to 400% of the the Centers for Medicare and Medicaid Services Ambulance Fee Schedule which is adjusted annually for inflation; and, the Monroe Fire Protection wishes to charge at the allowable rate.

WHEREAS, the Monroe Fire Protection District will reduce the charge by \$200.00 for residents who reside within the Monroe Fire Protection District Jurisdiction;

WHEREAS, it is necessary for the Board of Trustee's of the Monroe Fire Protection District to consider and approve an appropriate schedule of fees to be charged.

NOW, THEREFORE, BE IT RESOLVED by the Monroe Fire Protection Board of Trustees as follows:

The ambulance fee schedule below is hereby approved.

Monroe Fire Protection District
2024 Ambulance Fee Schedule

	Resident	Non-Resident
BLS Non-Emergency	\$ 850.88	\$ 1,050.88
BLS Emergency	\$ 1,481.40	\$ 1,681.40
ALS I - Non-Emergency	\$ 1,061.04	\$ 1,261.04
ALS I - Emergency	\$ 1,796.64	\$ 1,996.64

ALS II	\$ 2689.88	\$ 2,889.88
Paramedic Intercept	\$ 1,639.00	\$ 1,839.00
Mileage	\$ 26.00	\$ 26.00
Treatment / No-Transport	n/a	\$ 345.00

(This schedule is adjusted annually to reflect adjustments in the CMS Ambulance Fee Schedule)

Resolution 24-001 is Approved this 14th day of December, 2024, by the Monroe Fire Protection District Board of Trustees.

Aye:

Nay:


Vicky Sorensen, Chair

Vicky, Sorensen, Chair

Mark Kruzan, Vice-Chair

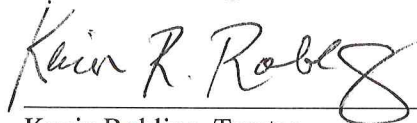
Mark Kruzan, Vice-Chair


Michael Baker, Fiscal Officer


Michael Baker, Fiscal Officer


Christina Courtright, Trustee

Christina, Courtright, Trustee


Kevin Robling, Trustee

Kevin Robling, Trustee


Daniel Vest, Trustee

Daniel Vest, Trustee


John Bernstein, Trustee

John Bernstein, Trustee