



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, February 12, 2025. The meeting was held in person at Station 25, located at 5081 N. Old State Road 37, Bloomington, Indiana and via Zoom for public to view. Public notice of the meeting had been duly made to local media by email transmission and hard copy notices had been placed in all the usual places.

Administrative Assistant Tammy Bovenschen called the roll of the board of trustees to determine members present, absent, and to identify others present via Zoom.

Present in person were as follows: Vicky Sorensen, Chair
Mark Kruzan, Vice-Chair
Michael Baker, Fiscal Officer
John Bernstein, Trustee
Susan Hingle, Trustee
Dan Vest, Trustee

Those absent were as follows: Kevin R. Robling, Trustee

Others present were as follows: Jeffrey Combs, Assistant Chief of Administration
Matt Bright, Deputy Chief, EMS
George Cornwell, Deputy Chief, Operations
Steve Coover, Deputy Chief, Community Risk Reduction
Christine Bartlett, Attorney, Ferguson Law (via Zoom)
Tammy Bovenschen, Administrative Assistant
Lorie Robinson, Financial Assistant
Darrell Cooper, IT Specialist
FF Nick Powell

Members of the public: Phil Cromer, Washington Township Resident

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

CHANGES OR AMENDMENTS TO THE AGENDA

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

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.

Phil Cromer, Washington Township resident spoke briefly concerning the new fire station being built in Washington Township. He first wanted the board to know that he appreciated the station being built, it is much needed, however, he was disappointed to know that this was would not be a four-person staffed station. He asked if the board new when staffing levels would increase for the area. Chair Sorensen thanked Mr. Cromer and stated they would take his concerns under advisement.

Vice-Chair Kruzan asked staff if in the Station 26 update later if Mr. Cromer's concerns would be addressed. At this time, Vice-Chair Kruzan requested to move the Station 26 update to now. This was agreed upon by all members of the Board.

Assistant Chief Combs explained to Mr. Cromer that during the merger processes staffing levels have been planned and budgeted for. Assistant Chief Combs explained that with the first merge with Indian Creek, it meant that now there were firemen at the fire station 24 hours a day 7 days a week, where previously it was a volunteer station only. With the next merger staffing levels at all houses increased by two or three firefighters. When Washington Township merged into the Fire District, the discussion had always been to staff with two full-time firefighters, 24/7. As the District grows, staffing levels will be increased with the budget and additional personnel will get placed into those houses that are needing the staffing levels. Mr. Cromer asked if the District hired part-time personnel to help with staffing levels. Mr. Cromer asked about how many firefighters were on our Engines, and Tenders, he was concerned with having only one person on an apparatus. Assistant Chief Combs and Deputy Chief Cornwell explained that we cross staff our apparatus. Assistant Chief Combs explained that the District does have some part-time positions. Assistant Chief Combs will have Chief Combs reach out to Mr. Cromer when he returns to answer any further questions he may have.

STATION 26

Assistant Chief Combs explained that Station 26 is moving along very nicely. The entire building has been painted and lighting and HVAC systems are being installed this week. Photos were shown of the progress.

MINUTES OF PREVIOUS MEETING

Minutes from the January 8, 2025 regular meeting were presented to the board for approval.

Vice-Chair Kruzan made a motion to approve the January 8, 2025 minutes as presented.

Trustee Vest 2nd
Motion passed 6-0

UNFINISHED BUSINESS

a. Station 26

Update moved to public comment – see above

DEPARTMENT UPDATES

Department Updates

a. Legal Updates

Legal Counsel, Christine Bartlett stated that this month they are watching bills in state legislation that may affect Fire Districts. She stated that HB*(*) may be dead in the water.

Legal counsel also reviewed the current Med-Bill contract prior to the meeting this evening.

Vice-Chair Kruzan asked if there was any legislation concerning annexation that would affect the District. Legal Counsel stated none that would effect MFD.

b. Statistics

Deputy Chief Matt Bright updated the board the monthly statistics

	<u>DEC 2024</u>	<u>JAN 2025</u>
TOTAL Emergency Calls	426	525
Fire Calls	16	23
<i>Structure</i>	8	15
<i>Vehicle</i>	2	3
<i>Wildland</i>	1	1
<i>Other</i>	5	4
Over Pressure Rupture, Explosion, Overheat	1	0
EMS Calls	275	314
<i>Medical</i>	185	218
<i>EMS Crew Assist</i>	68	69
<i>Motor Vehicle Accidents</i>	22	27
Hazardous Conditions	14	43
Service Calls	42	51
Good Intent Calls	41	61
False Alarms	37	33
Severe Weather	0	0
Special Incidents	0	0
Incidents by Township	322	381
Benton	23	32
Bloomington	39	33
Clear Creek	32	32
Indian Creek	10	15

Perry	78	86
Van Buren	120	166
Washington	20	17
Incidents – Contracted Townships	14	8
Polk	5	1
Salt Creek	9	7
Incidents by Aid Given	90	136
Bean Blossom	3	1
Bloomington City	41	73
Ellettsville	14	19
Richland Township (EFD)	30	35
Greene County	2	8
Lawrence County	0	0
Brown County	0	0
Owen County	0	0
Morgan County	0	0
AID Received - Year to Date		50

**Station 81 Response
Engine 81 – 71**

Squad 81 – 15

Average Response (dispatch to arrival on scene)	7 min 20 sec	8 min 22 sec
Average Turnout (dispatch to enroute)	1 min 1 sec	1 min 1 sec
Average Time on Scene	28 min 28 sec	26 min 38 sec

August SOR (Statements of Refusal) signed: 2

c. Emergency Medical Services – Special Operations

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

Current Situation:

- Rope rescue equipment has begun to arrive and is being placed into service.
 - New medical litters to Station 21 & 22 – others repurposed and replaced

Accomplishments:

- Attended Train-the-trainer class for new Decontamination Kits
 - Conducted initial training session on new kits during haz-mat quarterly

Technical Rescue:

- Ambulance 21 arrival
 - Originally slated for completion January 27th, is currently receiving graphics and is expected next month

d. Operations

Deputy Chief George Cornwell updated the board on Operations

Current Situation:

- Total of 15 Building Fire/Structure Fire
 - S. Fairfax Road – Perry Twp – Fully involved – report of entrapment - one patient transport
 - Strain Ridge Road – Clear Creek Twp – Fire Showing – no injuries
 - E. Duke Road – Salt Creek Twp – Well involved barn fire – no injuries
- Total of three vehicle fires
 - Leonard Springs Road – Van Buren Twp – Fully involved vehicle fire – no injuries
 - S. Stanford Road – Van Buren Twp – Steam showing no fire
 - N. Thompson Ridge Road – Washington Twp – Fully involved vehicle fire – no injuries
- Total of five outside rubbish, trash, grass, or waste fires/other
 - S. Tyler Lane – Van Buren Twp – Small fire – no injuries
 - E. Robinson Road – Benton Twp – Illegal burn – no injuries
 - N. Loesch Road – Richland Twp – Controlled burn/unattended – no injuries
- Total of 23 fires for the month of January 2025

Accomplishments:

- A post-incident analysis (PIA) was completed for Dinsmore Structure Fire – no further action needed
- A post-incident analysis (PIA) was completed for Fairfax Road Structure Fire – further action needed

Planned Activities:

- After action report review committee will be reviewing the Fairfax Road Fire. This committee will be meeting often in 2025 to review and make recommendations based on ALL the information that has either been supplied to us or obtained by us related to incidents.

Trustee John Bernstein asked what A/AD stands for. Deputy Chief George Cornwell explained that the “A” stands for the front of the building, so the letters indicate location.

Vice-Chair Mark Kruzan asked what the response time was for the Fairfax Road call. Deputy Chief Cornwell stated he didn’t have the exact number on him, but it wasn’t due to any delays. Vice-Chair Kruzan asked what actions would the District be looking at in the PIA for Fairfax Road? Deputy Chief Cornwell elaborates stating the actions/procedures that were made during this call could’ve been handled differently, this is not to point out that one individual did something wrong, but that we should be able to learn from every incident. Long discussion on this incident. Vice-Chair Kruzan would like to get the Board to get the PIA once completed and what recommendations and

changes come from the committee. Assistant Chief Combs explained that most structure fires get a Post Incident Analysis (PIA) done where individuals who did not work the scene review everything from the scene; radio traffic, videos, dispatch calls, CAD stamps. Vice-Chair Kruzan wanted to know if the fatality would have had a different outcome had we done anything differently? Assistant Chief Combs stated that no, nothing we could have done would have changed that outcome. Assistant Chief Combs did look up the stats on the call, and we arrived within five minutes of dispatch. Trustee Bernstein asked who reports fatalities. Deputy Chief Coover stated that all fatalities are reported to the State Fire Marshal. Vice-Chair Kruzan asked who determines the cause of fatal fires. Deputy Chief Coover explained that the District determines the official cause of a fire. With information gathered on the scene and from relatives, it was sufficient for a cause finding on the fire.

Another long discussion on a separate structure fire on the Northeast side.

Following that, Vice-Chair Kruzan asked if we have our own ability to plow? Deputy Chief Cornwell states yes. Long discussion on plows being utilized for certain incidents and the working relationship with the county.

e. Training

Assistant Chief Jeffrey Combs updated the board on Training:

Current Situation:

- Company level training – Districtwide – Ropes & Knots
- Recruit School – MFD & BFD – Search Training

Accomplishments:

- 27 students attended various courses from Instructor education, search training, and CRR training at the IDHA Winter Fire School
- Districtwide – PPE and Ice Rescue Hands-on training

Planned Activities:

- Company Level Training on topics including: CPR Refresher, Auto Extrication training (tools, airbags, stabilization techniques, and hands on skills)
- Driver Operator General Course to be held at Station 21
- Public Safety Leadership held at Monroe County Public Library

Training Hours:

- Company training – 2403

f. Community Risk Reduction

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

Current Situation:

- Investigation of incendiary fire
- Establishing MFD as an AHA Training Site for CPR/First Aid

- Working with address committee to resolve Main Forest Road addressing issues

Accomplishments:

- Provided vital information to pathologist for fire fatality cause of death
- Provided grief counseling to families in the community following two unexpected deaths after an EMS response
- Assisted District Residents with Insurance process after fires

Planned Activities:

- Determine feasibility to assist pathologist regarding Suicide and Overdose fatalities
- Invitation to attend the opening of the Richmond IN STRIDE Center

Fire Inspections:

- Fire Safety Inspections – 19
- Re-Inspections – 5
- New Construction Inspections – 6
- Plans Review – 3

Trustee Bernstein asked a question concerning the baby box possibly being installed at IU Bloomington Hospital. Deputy Chief Coover explained that he is assisting another non-profit who has the money, and would like it installed at the Bloomington Hospital. If they cannot get it installed at the IU Bloomington Hospital, they will more than likely install at Monroe Fire Station 21.

g. Financial – Claims

Financial Assistant Lorie Robinson presented the financial summary for January 2025 General Fund budget and Cumulative Fund budget. Elaborating on the Restriction Donation Fund, which has been utilized for the Station 26 build. Financial Assistant Robinson explained the Med-Bill collections for EMS Revenue and accounts receivable balance.

Trustee Bernstein asks about the \$500,000 that was approved to be taken from the Rainy Day fund and placed into the Cumulative fund bank account – Administrative Financial Assistant stated that yes that money has been transferred. The District will go before the Monroe County Council on March 11 to request to appropriate those funds into the Cumulative fund for Station 26

h. Administrative Report

Assistant Chief Jeffrey Combs updated the board on Administration Current Activities:

- Working with Monroe County Storm Water and GIS to integrate important mapping layers

Accomplishments:

- Met with Motorola to review current radio life and future Motorola technologies to develop capital plan

- Met with Bill C Brown and Associates to recap the health insurance recent renewal process.

Planned Activities:

- Continue working relationships with all mutual and automatic aid departments into 2025
- Work on AVL for I69

Personnel Report:

- New Hires – Full Time – 6
- New Hires – Part-Time – 0
- New Hires – Substitutes – 0
- Retirements – 0
- Promotions – 0
- Resignations – 0

Trustee Bernstein asked if Motorola is the only company MFD can deal with, or what the reasoning is. Assistant Chief Combs explained that he doesn't know all the details; however, in the past Monroe County got a grant for radios through central emergency dispatch. MFD chooses to use Motorola, but unsure what others use.

UNFINISHED BUSINESS

a. Med-Bill Contract

Deputy Chief Matt Bright shares the request for approval of Med-Bill Contract as presented for 2025. Chair Sorensen asked what the notable changes in the contract are. Deputy Chief Bright explained that the soft collection process. This basically means that this collections from the District will not hit the individuals credit report. Deputy Chief Bright explained that this contract is for a three-year period. Vice-Chair Kruzan wanted to be sure that we ask about if their collection calls are made from individuals within the county or not. Deputy Chief Bright stated that he was not aware, but does know that they do outsource some things. There was lengthy discussion concerning this, leading to making sure that Med-Bill is doing what they state in the contract, in regards to soft collections. Can we somehow randomly sample Med-Bill's work, how do we have oversight? Trustee Vest asked can we ask if they record the calls? Can we periodically ask Med-Bill for their recordings?

Chair Sorensen asked a question concerning the write-off clause. Deputy Chief Bright explained that we would get a list of long-term collections and we would tell them to pursue or not to pursue.

Vice-Chair Kruzan made a motion to accept the Med-Bill contact as presented.

Trustee Vest 2nd

Motion passed 6-0

NEW BUSINESS

a. EMS Equipment Preventative Maintenance

Deputy Chief Bright explained that this is annual preventative maintenance on our lifepaks, defibrillators, Zoll monitors and suction equipment for the ambulances.

Vice-Chair Kruzan made a motion to approve the preventative maintenance on the ambulance equipment using Responder Biomedical Services.

Trustee Vest 2nd

Motion passed 6-0

b. Physical Quotes for 2025

Deputy Chief Bright stated that he received quotes from three different companies for staff physicals for 2025 and 2026. Deputy Chief Bright explained that the costs have not increased much over the first few years. You will see in 2026 the increase is little over \$4,000.

Vice Chair Kruzan made a motion to approve Public Safety Medical for annual staff physicals for 2025 and 2026.

Trustee Vest 2nd

Motion passed 6-0

c. Locution System – Station 26

Assistant Chief Combs explained that as we are building Station 26, that he and Darrell have looked at all of the current alerting systems we have and the issues that we have had with them and feel that moving to the Locution system is the best thing for this District. Assistant Chief Combs explained that this will allow calls to be dispatched from computer to computer, there will not be any lag time in the dispatch. This will be the first station in outside the city that will be dispatch fully by locution. Assistant Chief Combs explained that this system is used at every fire station within the City. Further discussion about the how the system works.

Trustee Hingle asked why there is no installation fee on the proposed quote. Assistant Chief Combs stated that he and IT Specialist Cooper will be installing the system. Vice-Chair Kruzan stated that by keeping the work in-house it is saving the taxpayers money.

Fiscal Officer Baker stated that he stops by Station 26 on a regular basis and noted that working with Fox Construction has been very easy and pleasant.

Vice-Chair Kruzan made a motion to approve the purchase of the Locution System for Station 26 in the amount of \$18,253 with the additional annual maintenance fee of \$1,062.

Fiscal Officer Baker 2nd

Motion passed 6-0

d. Permanent Part-Time Hiring

Assistant Chief Combs presented the board with four individual names that had completed the written test and interview process. Those individuals are: Dalton Gilkerson, Sam Hamilton, Ty Pride and Rob Ryan.

Trustee Vest asked how many full-time equivalent permanent part time positions there are. Administrative Assistant Bovenschen stated there are 15 FTE positions and we currently have 3 FTE positions filled.

Vice Chair Kruzan made a motion to approve hiring the four individuals for permanent part-time positions; Dalton Gilkerson, Sam Hamilton, Ty Pride and Rob Ryan.

Trustee Vest 2nd

Motion passed 6-0

e. Resolution 02-2025

Administrative Financial Assistant Robinson explained that the SBOA (State Board of Accounts) has changed a requirement on how contracts are uploaded into Gateway.

Vice-Chair Kruzan made a motion to approve Resolution 02-2025 and 03-2025 for the SBOA Gateway upload of the township contracts with Polk and Salt Creek Townships.

Fiscal Officer Baker 2nd

Motion passed 6-0

f. Resolution 03-2025

See above

g. 2024 Financial Encumbrances

Financial Assistant Robinson explained that there were a few additional items that she had not realized had been ordered in 2024 and that we had not yet received. Financial Assistant Robinson stated that we have changed procedures so that this doesn't happen again in the future. Financial Assistant Robinson would like to do another encumbrance

Fiscal Officer Baker made a motion to approve the additional 2024 financial encumbrances into the 2025 budget.

Vice-Chair Kruzan 2nd

Motion passed 6-0

FINANCIALS

a. Financial – Claims

Financial Assistant Lorie Robinson presented claims for January 2025 for a total of \$801,713.67.

Fiscal Officer Baker made a motion to approve the claims for January 2025 as presented.

Vice-Chair Kruzan 2nd

Motion passed 6-0

b. Payroll

Administrative Assistant Tammy Bovenschen presented the January monthly payrolls for approval including January 15 and 30th, 2025.

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

Vice-Chair Kruzan 2nd

Motion Passed 6-0

c. Financial – Statement

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

Fiscal Officer Baker made a motion to approve the financial statement.

Vice-Chair Kruzan 2nd

Motion Passed 6-0

ADDITIONAL COMMENTS

No additional comments.

NEXT MEETING

Chair Vicky Sorensen stated that the next meeting will be in person on March 12, 2025 at Station 21, located at 9094 S. Strain Ridge Road, Bloomington Indiana. The meeting will also be held via zoom.

ADJOURN


Chair Vicky Sorenson made a motion to adjourn at 7:24p.m.

Minutes approved by the board of trustees on March 12, 2025:


Aye:



Vicky Sorensen, Chair



Mark, Kruzan, Vice-Chair



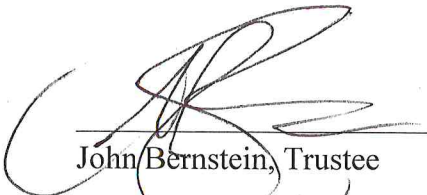
Michael Baker, Fiscal Officer

Nye:

Vicky Sorensen, Chair

Mark Kruzan, Vice-Chair

Michael Baker, Fiscal Officer



John Bernstein, Trustee

John Bernstein, Trustee

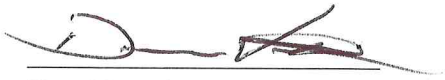


Susan Hingle, Trustee

Susan Hingle, Trustee

Kevin R. Robling, Trustee

Kevin R. Robling, Trustee



Dan Vest, 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
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