



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, July 9, 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
- Mark Kruzan, Vice-Chair
- Michael Baker, Fiscal Officer
- John Bernstein, Trustee
- Susan Hingle, Trustee
- Kevin R. Robling, Trustee
- Dan Vest, Trustee

Those absent were as follows:

- Steve Coover, Deputy Chief, Community Risk Reduction
- Jeffrey Combs, Assistant Chief of Administration

Others present were as follows:

- Dustin Dillard, Chief
- Matt Bright, Deputy Chief, EMS & Operations
- Christine Bartlett, Attorney, Ferguson Law
- Nick Powell, Fleet Manager
- Tammy Bovenschen, Administrative Assistant
- Lorie Robinson, Financial Assistant
- Darrell Cooper, IT Specialist

CHANGES OR AMENDMENTS TO THE AGENDA

Chair Vicky Sorensen asked if there were any changes or amendments to the agenda. Administrative Assistant Tammy Bovenschen stated there were two changes to the agenda.

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

The first change under new business b. would be the Hilly Hundred Contract and second change under item c. Peter Franklin Engagement Letter.

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 June 11, 2025 regular meeting were presented to the board for approval.

Trustee Kevin Robling made a motion to approve the June 11, 2025 minutes.

Vice-Chair Kruzan 2nd

Motion passed 7-0

UNFINISHED BUSINESS

There was no unfinished business this month.

DEPARTMENT UPDATES

Department Updates

a. Legal Updates

Legal Counsel, Christine Bartlett stated working with the Chief on Paramedic Program Agreement. First Due Contract is finalized. Hilly Hundred Contract.

b. Statistics

Deputy Chief Matt Bright updated the board the monthly statistics

	<u>MAY 2025</u>	<u>JUNE 2025</u>
TOTAL Emergency Calls	431	495
Fire Calls	17	10
Structure	5	3
Vehicle	4	2
Wildland	7	3
Other	1	2
Over Pressure Rupture, Explosion, Overheat	1	2
EMS Calls	254	297
Medical	173	57
EMS Crew Assist	46	201
Motor Vehicle Accidents	35	39
Hazardous Conditions	14	42
Service Calls	49	49
Good Intent Calls	60	63
False Alarms	23	31
Severe Weather	8	1
Special Incidents	0	0
Incidents by Township	317	362

Benton	23	37
Bloomington	31	45
Clear Creek	38	33
Indian Creek	5	14
Perry	82	74
Van Buren	116	132
Washington	22	27
Incidents – Contracted Townships	14	24
Polk	7	6
Salt Creek	7	18
Incidents by Aid Given	100	109
Bean Blossom	1	0
Bloomington City	50	51
Ellettsville	15	22
Richland Township (EFD)	32	32
Greene County	0	2
Lawrence County	1	1
Brown County	0	1
Owen County	1	0
Morgan County	0	0
AID Received - Year to Date		204

Station 81 Response
Engine 81– 69

Squad 81 – 4

Average Response (dispatch to arrival on scene)	7 min 50 sec	8 min 16 sec
Average Turnout (dispatch to enroute)	1 min 10 sec	1 min 6 sec
Average Time on Scene	26 min 46 sec	34 min 49 sec

August SOR (Statements of Refusal) signed: 2

Vice-Chair Mark Kruzan asked why the response time was higher at Station 81. Deputy Chief Matt Bright explained jurisdiction is so far and wide – one bad call can skew the times. Deputy Chief Bright elaborated that he looks at the stat info separately, so it'd be easy to figure that out.

Trustee Kevin Robling asked at what point do we look at these numbers and figure out the why behind it? Deputy Chief Matt Bright stated he looks at the stat info and does question calls that seem to be longer or a real anomaly.

Trustee Susan Hingle asked what's the target time we are trying to get to and how does the board know what's good and bad? Trustee Kevin Robling stated that he compares

month to month to ensure we're staying consistent. Deputy Chief Matt Bright explained that emergency reporting program does have a comparison and MFPD is significantly better than 4 years ago.

Trustee Susan Hingle and Trustee Kevin Robling requested a quarterly report for stations response times. Trustee Kevin Robling also stated that he would like extra information on stats when times are askew – come ready to explain lengthy calls.

c. Emergency Medical Services & Operations

Deputy Chief Matt Bright updated the board on EMS & Operations

Current Situation:

- Members signing up for physicals and bloodwork is underway

Accomplishments:

- Respirators set aside for MCSO and new canisters on order
- Meeting with ambulance service to discuss current situation, needs, and AVL/dispatch

Planned Activities:

- Present ambulance staffing MOU to county fire chiefs for signing

Trustee Susan Hingle asked for a third column in the stats for year to date average. A rolling 12-month average and keep it moving so the board can see the overall average.

Trustee Kevin Robling asked about last month's EMS vending station programming completion. How much is it used every day? Chief Dillard stated it was primarily being used by the ambulances. Now we're at the point where all stations are going to be using the vending machine. At the end of the month, the goal/intention is to have House Captains trained on how to use it, request it, track from the bookkeeping side how much were spending from an EMS supply standpoint. Eventually, we want to separate costs of ambulance costs verse day-to-day EMS costs.

Chair Vicky Sorensen asked if we have an EMS vending machine at each station now? Chief Dillard stated we only have one at the moment. Chief Dillard explained the vending machines are provided by BoundTree because we purchase enough items from them; we purchase and stock the items in the vending machine. House Captains would go to that location, punch in their information, and get their supplies.

Chair Vicky Sorensen asked how much one vending machine costs? IT Specialist Darrell Cooper explained that one is \$15,000 (one vending machine and one locker) and its pro-rate it based on the supplies we have. At the end of the year, if we don't meet this number, we pay the rental for the machine and the option to buy it. The cost is based off how many items we purchase.

Fiscal Officer Michael Baker asked what the brand of machine it is? IT Specialist indicated he's unsure at this time, but he'll provide an update.

Trustee Kevin Robling asked how did we get supplies before? Deputy Chief Matt Bright explained before the ambulances, the House Captains at each station submitted a weekly/monthly request through the Elantec software. Trustee Kevin Robling would like an EMS supplies breakdown at some point.

Fleet

Fleet Manager Nick Powell updated the board on Fleet:

Current Situation:

- Extrication Tool Demonstrations
 - Scheduled demonstrations of rescue tools from two manufacturer's
- Maintenance:
 - 7 minor
 - 3 moderate

Accomplishments:

- New Brush 21
 - The new Brush 21 has been delivered
- Ambulances
 - All ambulances are now equipped with the liquid springs and are in service

Planned Activities:

- New Brush 21
 - Prepare Brush 21 for service
- Pump testing and service
 - Pump testing scheduled for two weeks in July for all the stations

Trustee Kevin Robling asked if we have any apparatus out of service? Fleet Manager Nick Powell explained that we have Marine 21 out of service at the moment.

d. Training

Chief Dustin Dillard updated the board on Training:

Current Situation:

- Finalizing transition of the Training division to Battalion Chief Gillespie who will assume the role August 1st

Accomplishments:

- ODT #16
 - Breakout session for officers, instructor in-service, mobile water supply, peer support, fire truck activity, accident reports, dispatch updates, AAR review
- Company Level Trainings on: ambulance familiarization (internal), truck company operations; apparatus placement, ground ladders, search,

utility/salvage, ventilation. Surface water rescue, EMS HSAT and smoke inhalation.

- Indiana Volunteer Firefighter Association Convention

Planned Activities:

- Multi-discipline exercise at Muscatatuck Urban Training Center
- Company Level Trainings on: EMS Oxygenation, search & rescue, ropes & knots, EMS mass casualty, building construction, fire investigation, water supply considerations, fire hydrants, single family residence coordinated ventilation, reading smoke

Training Hours:

- Company Training
 - May Training hours – 2,171
 - June Training hours – 1,933

f. Community Risk Reduction

Chief Dustin Dillard updated the board on Community Risk Reduction.

Current Situation:

- Fire investigation – Deckard Drive
- Working a welfare case with Monroe County Health Department and Monroe County Solid Waste

Accomplishments:

- Participated in the Beacon Solidarity Sleep Out
- Delivered first friends and family CPR course to the general public this year

Planned Activities:

- Homeland Defender Planning and MFPD potential participation (June 2026)
- Prepare for the year's education and awareness

Fire Inspections:

- Fire Safety Inspections – 48
- Re-Inspections – 1
- New Construction Inspections – 5
- Plans Review – 8

Fiscal Officer Michael Baker asked if there's a certain number of people for New Orientation? Chief Dillard stated that there's usually just one. Steve Coover, Clay Edwards, and George Cornwell are doing fire inspections now in Fire Marshall roles. Each one of them is tasked with a certain list and can work together if they have questions. Fiscal Officer Baker asked if they keep track if there's new construction. Chief Dillard explained they do that in conjunction with the county building department.

g. Financial – Claims

Financial Assistant Lorie Robinson presented financial summary for June 2025.

Current Situation:

- 2026 New DLGF Gateway Budget Platform Training and Webinars to begin Tuesday July 8th
- 2024 GAAP Audit to begin as early as June 9 – FORVIS
 - Gathering requested information for submission

Accomplishments:

- Spring Tax Settlement
 - General Fund – received and deposited property, excise and CVET tax collections from the Monroe County Auditor/Treasurer totaling \$6,035,038.77
- State Board of Accounts Federal & State Audit has been approved and filed effective 6/23/25
 - Audits are able to be viewed at <https://audit.sboa.in.gov>

Planned Activities:

- 2026 Budget Process

EMS Collections:

- EMS Collections for June - \$11,313.57
- EMS Accounts Receivable - \$111,140.41
- EMS Collections moved to Bad-Debt Resolutions - \$0.00
 - Additional Accounts Receivable in the Bad-Debt collection pool is \$33,074.06

Trustee Kevin Robling stated he doesn't know what AA Medicare Allowance is and AD Medicaid Allowance, are these charges over and above what they'll pay for? Deputy Chief Matt Bright explained whatever contractual agreement is with an ambulance, Medicare and Medicaid will pay a specific amount of money for our ambulance transport. Over and above what can be billed is a write off.

Trustee Kevin Robling commented on the zero bad-debt for the month of June. Financial Assistant Lorie Robinson stated they didn't have any that had reached the 12-week mark that they were going to send into the vet; however, there will be some next month. Brief discussion on bad-debt and giving a better understanding to board members.

Financial Assistant Lorie Robinson presented the financial report summary to the board. 50% of the year has passed, personnel expenses are at 44%, supplies are at 34% spent, and services are at 43%. Overall 43% for the general fund. The Cumulative fund is at the 58% due to paying the mortgage for Station 21. Restricted donation zeroing out until Station 26 and launch of ambulance service. Balance remaining of appropriations is \$14,594.00 and will be using that up over the next few months.

Trustee Kevin Robling asked if there's anything that we should be concerned about on budget? Financial Assistant Lorie Robinson stated no nothing she's concerned about at this time. Elaborates on certain instances throughout the year, but no overall concerns.

Trustee Susan Hingle asked what's the difference between operating supplies and EMS supplies? Financial Assistant stated that operating supplies are things like furnace filters, light bulbs, cleaning supplies (building needs) etc. The vending machine is under EMS supplies.

e. Administrative Report

Chief Dustin Dillard updated the board on Administration & Administrative Assistant Tammy Bovenschen elaborated on the new onboarding.

Current Situation:

- Working on new onboarding PowerPoint for Board of Trustees
- Continuing to obtain information for SEA1 impact on future budgets
- Initiating First due onboarding

Accomplishments:

- Monroe County Fair
- Submitted \$4.8 million in grants
- Attended International Fire Chiefs Association – Leadership Foundations, Train-the-Trainer

Planned Activities:

- Budget 2026
- Women Excel Bloomington Awards
- Fire Rescue International Conference

Personnel Report:

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

Volunteer Hours: 201.5

Chief Dustin Dillard explained that a city firefighter who does home inspections over the winter volunteered test all of our stations for Radon. We had two stations that measured above the acceptable range. Deputy Chief Bill Tusing has obtained several quotes from companies to get those two stations mitigated. Roughly \$6,000.00 for both buildings.

Trustee Kevin Robling asked what two stations needed mitigated? Chief Dustin Dillard stated Station 22 and 29.

Vice-Chair Mark Kruzan asked if Station 26 had been tested and Chief Dillard explained no.

Chair Vicky Sorensen asked about meeting with the Salt Creek Township regarding the contract payment, was there a problem? Chief Dillard stated no issues, they've been trying to look to improve township firefighting/fire service.

UNFINISHED BUSINESS

NEW BUSINESS

a. Brush 21 – Completion Build

Fleet Manager Nick Powell presents the Brush 21 – Completion Build to the board. Staff recommends purchase of Custom Build Unit from TFX Equipment Service in the amount of \$28,500.00. The request of this purchase has been carefully thought out. Buying a commercial truck already built from a manufacturer or from a vender, you're looking at with a custom build \$170,000.00-\$175,000.00. The Custom Build Unit from TFX Equipment Service is a full custom bed, manufactured van. In addition to that, TFX Equipment Service is added some air bag support (not an airbag suspension), but it can support the lift up or weight of the water so that overtime the truck doesn't squat and set. Fleet Manager Powell explained he looked at Meijer; however, their bed is more of commercial-made, not customizable at all.

Trustee Dan Vest asked what kind of value is that truck? Fleet Manager Nick Powell explained that this is a brand-new truck. Trustee Dan Vest asked a follow-up question, didn't we just eliminate the airbag suspension of the ambulances? Fleet Manager Powell stated yes; however, the airbag suspension on the ambulances operate off the air pump that constantly levels the ride, so the airbags on the ambulance are the springs for the rear. The added airbags on the truck are more like air shocks to extend the life of the truck.

Trustee John Bernstein commented on the steel cables being used. Fleet Manager Nick Powell asked about the steel cables and said that's what TFX will offer.

Trustee Kevin Robling made a motion to approve TFX Equipment Service in the amount of \$28,500.00

Trustee Susan Hingle 2nd

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

Motion Passed 7-0

b. Hilly Hundred Contract

Administrative Assistant Tammy Bovenschen presented the Hilly Hundred Contract. They have used the facility when it was Northern Monroe Fire Territory, so they've used that facility before. They are not asking for anything different than they have in the past. This contract has been reviewed by Legal Counsel. Legal Counsel asked to add the wording indemnify, defend, and hold harmless Monroe Fire Protection District from all claims resulting from their use of our property. Administrative

Assistant Tammy Bovenschen spoke with Mark (the head of Hilly Hundred) and he was okay with those changes in the contract. Mark also asked if they could use the facility on Saturday for a smaller rest stop because we're 22 miles into the 100 miles (it would be minimal). Everything that Legal Counsel Christine Bartlett stated was all included. The donation to the district is \$250.00 for using our space. They will provide porta-potties (which they clean), trash pickup for all of their own stuff, which is their responsibility. Everything is located up on the upper drive near the training tower, so it will not affect any of our response or leaving our building.

Trustee Dan Vest asked if Legal Counsel Christine Bartlett prepared the waiver. Administrative Assistant Tammy Bovenschen stated no that the waiver comes from Hilly Hundred.

Vice-Chair Mark Kruzan asked if there's a reason we take their \$250.00 donation? Administrative Assistant Tammy Bovenschen explained that it's standard for every place Hilly Hundred uses. Vice-Chair Mark Kruzan requested to strike donation from Hilly Hundred.

Chair Vicky Sorensen asked why does the Hilly Hundred have to donate? Vice-Chair Mark Kruzan explained they can donate, but it's not a contractual obligation. Legal Counsel Christine Bartlett also stated it's not written as a donation, so we can't stop them from donating.

Trustee Kevin Robling made a motion to approve the agreement as presented without section K.

Vice-Chair Mark Kruzan 2nd
Motion Passed 7-0

Legal Counsel Christine Bartlett clarified there will be some changes based on the date. Administrative Assistant Tammy Bovenschen stated the date change would be for October 11th and 12th.

Trustee Kevin Robling made a motion for all different amendments without Section A.
Vice-Chair Mark Kruzan 2nd
Motion Passed 7-0

Chair Vicky Sorensen also commented that MFD should be spelled out – Monroe Fire District.

c. Peter Franklin Engagement Letter

Chief Dustin Dillard presented the law change - property taxes and new income taxes. Every government entity in Indiana is affected by it. Vice-Chair Mark Kruzan put Chief Dillard in contact with the city and got good information there. Chief Dillard spoke with the county, spoke with other fire departments and townships, all doing different things. Chief Tim Smith at Vincennes Township Fire District was most

aligned with what we need. Chief Tim Smith mentioned this company focus's on districts for this type of impact. Their proposal is to bill us \$230.00/hour, plus out of pocket and not to exceed \$15,000.00. The other proposal Chief Dillard received for this was from Baker Tilly at \$25,000.00. Chief Dillard explains that other companies he spoke with asked when do you need this by. Chief Dillard also mentioned that in the county several financial companies are doing impact studies which we can compare to. Chief Dillard will look at County, City, and us. Biggest concern for us is County EMS tax that we were hopeful we could potentially staff/fund our ambulances. That goes away with the Senate Enrollment Act, they create a fire EMS tax that's different and there's a formula from the State on how that gets dispersed. This is going to include looking at our three-year balancing and eight-year projection on revenues and cash balances. Will be helpful in the future.

Trustee John Bernstein asked if this is only going to be done once? Chief Dustin Dillard stated yes, but it depends on legislator changes in January.

Chair Vicky Sorensen mentioned the part about work performed was not expected to exceed \$15,000.00, did they tell you what that could be? Chief Dillard stated Vincennes Township paid about \$4,000.00 for theirs, but they're a smaller entity. Chief Dillard felt \$15,000.00 was legitimate with the number of townships we have verse one.

Chair Vicky Sorensen also asked about hourly rate. Chief Dillard stated this is at our request, we're locking in at \$230.00. We are not currently looking for anything extra.

Vice-Chair Mark Kruzan asked have they done this exact report? Chief Dillard stated yes. Can they duplicate? Chief Dillard explained it wouldn't be easy for them to duplicate the report. Vice-Chair Kruzan also asked if we feel 65 hours is appropriate? Fiscal Officer Baker stated that around a year ago we had looked at what the impact of bringing on Bean Blossom would be. Fiscal Officer Baker stated that this is a better way to have accuracy of numbers and he feels we should move forward with Peter Franklin.

Vice Chair Mark Kruzan asked if we know how much has the legislation changed the income received? Chief Dillard explained there is no way to know. Fiscal Officer Michael Baker stated that there are multiple agencies across the state that are affected. He also stated that multiple fire departments have used this company across the state.

Vice Chair Mark Kruzan would like the wording changed to not exceed \$15,000.

Fiscal Officer Michael Baker made a motion to accept the Peter Franklin Engagement Letter with the change to not exceed \$15,000.

Trustee John Bernstein 2nd

Motion Passed 7-0

FINANCIALS

a. Financial – Claims

Financial Assistant Lorie Robinson presented claims for June 2025 for a total of \$346,762.23

Vice Chair Mark Kruzan made a motion to approve the claims for June 2025 as presented.

Trustee Vest 2nd

Motion Passed 7-0

b. Payroll

Administrative Assistant Bovenschen presented the June monthly payrolls for approval which included Trustee Compensation, incentive pays, and regular payrolls of June 15 (28 day) and 30th.

Trustee Kevin R. Robling made a motion to approve the payrolls for May 2025 as presented.

Vice Chair Mark Kruzan 2nd

Motion Passed 7-0

c. Financial – Statement

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

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

Fiscal Officer Michael Baker 2nd

Motion Passed 7-0

ADDITIONAL COMMENTS

Trustee Dan Vest asked who pays for hydrants across the county? Chief Dillard explained that the water companies maintain them. Trustee Vest wondered about commercial companies filling from water hydrants. Chief Dillard explained that some get meters from the water companies and are able to use hydrants and are billed based off of the meter.

NEXT MEETING

Chair Vicky Sorensen stated that the next meeting will be in person on August 13, 2025 at Station 25, located at 5081 N. Old State Road 37, Bloomington, Indiana. The meeting will also be held via zoom.

ADJOURN

Vice Chair Kruzan made a motion to adjourn at 7:50 p.m.

Minutes approved by the board of trustees on August 13, 2025:

Aye:



Vicky Sorensen, Chair

Mark, Kruzan, Vice-Chair



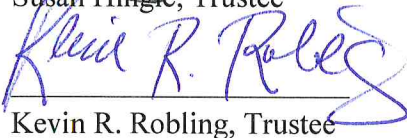
Michael Baker, Fiscal Officer



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