



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, June 11, 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.

Financial Assistant Lorie Robinson 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 (arrived at 6:02pm)
- Dan Vest, Trustee

Those absent were as follows:

- Steve Coover, Deputy Chief, Community Risk Reduction
- Tammy Bovenschen, Administrative Assistant

Others present were as follows:

- Dustin Dillard, Chief
- Jeffrey Combs, Assistant Chief of Administration
- Matt Bright, Deputy Chief, EMS & Operations
- Bill Tusing, Deputy Chief of Logistics
- Christine Bartlett, Attorney, Ferguson Law
- Nick Powell, Fleet Manager
- 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. Financial Assistant Lorie Robinson stated there were no changes to the agenda.

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

PUBLIC COMMENT

Chair Vicky Sorensen explained this was the time when any member of the public could speak to the board concerning any matter not listed on the agenda. No public comment.

MINUTES OF PREVIOUS MEETING

Minutes from the May 14, 2025 regular meeting were presented to the board for approval.

Vice-Chair Mark Kruzan made a motion to approve the May 14, 2025 minutes.
Trustee Dan Vest 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 explained that two contracts have been reviewed this month. Working on the Volunteer contract and First Due contract. In addition to that, completed the audit letter, which is required after each audit.

b. Statistics

Deputy Chief Matt Bright updated the board the monthly statistics

| | <u>APR 2025</u> | <u>MAY 2025</u> |
|--|------------------------|------------------------|
| TOTAL Emergency Calls | 385 | 431 |
| Fire Calls | 15 | 17 |
| <i>Structure</i> | <i>6</i> | <i>5</i> |
| <i>Vehicle</i> | <i>0</i> | <i>4</i> |
| <i>Wildland</i> | <i>6</i> | <i>7</i> |
| <i>Other</i> | <i>3</i> | <i>1</i> |
| Over Pressure Rupture, Explosion, Overheat | 0 | 1 |
| EMS Calls | 252 | 254 |
| <i>Medical</i> | <i>166</i> | <i>173</i> |
| <i>EMS Crew Assist</i> | <i>60</i> | <i>46</i> |
| <i>Motor Vehicle Accidents</i> | <i>26</i> | <i>35</i> |
| Hazardous Conditions | 12 | 14 |
| Service Calls | 28 | 49 |
| Good Intent Calls | 60 | 60 |
| False Alarms | 17 | 23 |
| Severe Weather | 0 | 8 |
| Special Incidents | 1 | 0 |
| Incidents by Township | 255 | 317 |
| Benton | 21 | 23 |
| Bloomington | 25 | 31 |

| | | |
|---|------------|------------|
| Clear Creek | 24 | 38 |
| Indian Creek | 9 | 5 |
| Perry | 69 | 82 |
| Van Buren | 90 | 116 |
| Washington | 17 | 22 |
| Incidents – Contracted Townships | 17 | 14 |
| Polk | 2 | 7 |
| Salt Creek | 15 | 7 |
| Incidents by Aid Given | 113 | 100 |
| Bean Blossom | 2 | 1 |
| Bloomington City | 61 | 50 |
| Ellettsville | 10 | 15 |
| Richland Township (EFD) | 37 | 32 |
| Greene County | 3 | 0 |
| Lawrence County | 0 | 1 |
| Brown County | 0 | 0 |
| Owen County | 0 | 1 |
| Morgan County | 0 | 0 |
| AID Received - Year to Date | | 169 |

Station 81 Response
Engine 81– 61

Squad 81 – 9

| | | |
|---|---------------|---------------|
| Average Response (dispatch to arrival on scene) | 7 min 42 sec | 7 min 50 sec |
| Average Turnout (dispatch to enroute) | 1 min 4 sec | 1 min 10 sec |
| Average Time on Scene | 22 min 12 sec | 26 min 46 sec |

August SOR (Statements of Refusal) signed: 8

c. Emergency Medical Services & Operations

Deputy Chief Matt Bright updated the board on EMS & Operations

Current Situation:

- New EMS inventory control system (vending machine) is stocked and programming is complete. Initiated trial use and working out bugs.

Accomplishments:

- Approved for LEPC funding for updating gas masks, training supplies, and replacement for expired equipment
- Overwhelming successful response of District personnel to the southside tornado on 5/16
- Finalized After Action Report for Fairfax Road structure fire

Planned Activities:

- Meeting with ambulance service to discuss current situation, needs, and AVL/dispatch (rescheduled)

- Present ambulance staffing MOU to county fire chief for signing

Trustee John Bernstein asked about the structure fire on Fairfax Road and if there were any updates on what may happen to the house. Deputy Chief Matt Bright explained that it's currently abandoned.

Vice-Chair Mark Kruzan asked about the specific actions that will be discussed with the crew. Are those listed in the report? Deputy Chief Matt Bright indicated that specifics are included in the report.

Long discussion on tornado response reports.

Trustee Susan Hingle asked about a timeline to know an AAR? Specifically, for a tornado. Chief Dustin Dillard stated about 6 months. A fire typically takes 2-3 weeks. A PIA (post incident analysis) will be done to determine if anything abnormal occurred.

d. Fleet

Fleet Manager Nick Powell updated the board on Fleet:

Current Situation:

- Maintenance:
 - 23 minor repairs
 - 1 moderate repairs
 - 0 major repairs

Accomplishments:

- UTV
 - Kawasaki Mule has been delivered and currently in use
- Saw and Extrication Tool Inventory
 - Inservice saws and extrication tool inventory list is completed
- Aerial Testing
 - Aerial testing completed for Ladder 21 and 25 – both passed

Planned Activities:

- Ambulance Warranty Repairs
 - Complete prior approval request for warranty repairs on Ambulance 25

Trustee John Bernstein asked if it seems abnormal to replace brakes on a 2024 Chevrolet? Fleet Manager Nick Powell explained that with the 2023, 2024, and 2025 Chevrolet Silverado's were specifically with the police package. They use a larger rotor and a different compound in the brake pads. Stating it's a better brake, but they come with a squeak and squeal. Long discussion on Chevrolet's.

e. Training

Chief Dustin Dillard updated the board on Training:

Current Situation:

- Finalizing ODT #16 agenda

Accomplishments:

- Completed ambulance familiarization with all BFD personnel
- Company Level Trainings on: water supply, ground ladders, hazardous materials, moving downed firefighters, boat operations, safe place annual in service, ambulance familiarization, truck company apparatus placement, and truck company ladder operations.

Planned Activities:

- ODT #16
- Surface Water Operation and Tech course planning
- Company Level Trainings on: ambulance familiarization (internal), truck company operations; apparatus placement, ground ladders, search, utility/salvage, ventilation. Surface water rescue, EMSA Hsat and smoke inhalation.

Training Hours:

- Company training – TBD

Trustee John Bernstein asked about the term flash over. Chief Dustin Dillard explained there's a burn facility that simulates a flash over event which is when all combustible items catch fire in one room and firefighters get to simulate that.

Trustee Kevin Robling asked who is the training officer? Chief Dustin Dillard explained that it's vacant at this time.

f. Community Risk Reduction

Chief Dustin Dillard updated the board on Community Risk Reduction.

Current Situation:

- Conducting a Community Emergency Response Team (CERT) course with Emergency Management
- Delivering First Friends and Family CPR Course to general public this year

Accomplishments:

- Events: Smoke Alarm Blitz, Birthday Party and Fire Prevention, MCCSC Duck Race and Fire Prevention, Monroe County Apartment Association Safety Presentation, Lakeview Elementary Fire Prevention Egg Drop, Lakeview Elementary Fire Prevention Field Day, Harrodsburg Heritage Days, Ms. Lake Lemon, Lakeview Elementary Kick Ball Game and Prevention, CERT Orientation, Station 26 Open House

Planned Activities:

- Determine the impact of Adult Protective Services (APS)

Fire Inspections:

- Fire Safety Inspections – 55
- Re-Inspections – 10
- New Construction Inspections – 4
- Plans Review – 7

Trustee John Bernstein asked how do you feel about movement from a local to Indianapolis for Adult Protective Services? Chief Dillard explains that Deputy Chief Steve Coover will follow up with that next month, as he's our primary point of contact for APS.

Trustee Kevin Robling asked when we resupply tandem with gun locks, do we buy those or are they provided to us? Chief Dillard stated they're provided. Long discussion on gun locks and what agencies had them out.

g. Financial – Claims

Financial Assistant Lorie Robinson presented financial summary for May 2025.

Current Situation:

- Received the annual LIT Supplemental revenue in the amount of \$293,368.00.
- Department of Workforce Development – Employer Training Grant 8.0
 - Seeking approval of up to \$50,000 reimbursement from Recruit Academy 005

Accomplishments:

- Completed State Board of Accounts Federal & State Audit of 2024

Planned Activities:

- 2026 Budget Process and New DLGF Gateway Budget Platform training

EMS Collections:

- EMS Collections for May - \$15,678.38
- EMS Accounts Receivable - \$114,372.76
- EMS Collections moved to Bad-Debt Resolutions - \$6,321.46 (25% Commission)
 - Payment from BD Resolutions \$78.00 – This is a patient who has agreed to pay monthly of the next 24 months

Vice-Chair Mark Kruzan stated that reimbursements or grants, how did you know to seek reimbursement from the Recruit Academy? Is there a guidebook, how do you know what to do? Financial Assistant Lorie Robinson explained that we have several resources to look for available funds, but not a guidebook specifically. All the chiefs are aware of those offerings. Long discussion on standard operating procedures for grants/reimbursements.

Financial Assistant Lorie Robinson notified the Board that she needs to make an edit to the Financial Report on encumbrances which was a scribe's error in the cumulative fund.

Trustee Kevin Robling stated that \$6,321.46 moved to Bad-Debt Resolutions. Do you know how much money we have moved to Bad-Debt Resolutions and what that balance is? Financial Lorie Robinson stated that she doesn't know at this time, but can get that information. Trustee Kevin Robling asked if you could report to us what we're moving each month and the balance moving forward.

Trustee Kevin Robling asked if \$6,321.46 moved to Bad-Deb Resolutions is just for the month of May. Financial Assistant Lorie Robinson stated no. Those are the folks after 120 days since their last activity. Anyone who made a payment, insurance pays, secondary paid, or patient paid over 120 days ago their balance moves. Long discussion on EMS Collections and Bad-Debt Resolutions.

Financial Assistant Lorie Robinson presents the financial summary for the General Fund and Cumulative Fund to the board. Expended 35.9% of the General Fund. At the first of the year when the encumbrances were posted for the Cumulative Fund, one of the encumbrances was posted to the wrong line. The corrections have been changed and corrected.

h. Administrative Report

Chief Dustin Dillard updated the board on Administration.

Current Situation:

- Promotional follow-ups being completed with all applicants

Accomplishments:

- Open House event at Station 26 – 200+ visitors
- Indiana Fire Chiefs Association Post Legislative Review Session

Planned Activities:

- Monroe County Fair June 28-July 6
- Apparatus Fleet Evaluation Training with Fleet

Personnel Report:

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

Volunteer Hours: 199.5

Trustee John Bernstein asked about radon mitigation, was this something we had to do? Chief Dustin Dillard explained that we have a city firefighter who does home inspections over the winter to volunteer test all of our stations. 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. Chief Dillard stated that the issues were in the older sections of those two buildings.

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

a. Station 26 – Update

Chief Dustin Dillard updated the Board on Station 26 and shared photos from the Open House event. Fiscal Officer Michael Baker noted it was crowded. He gave lots of tours and a good response from County Council. Several folks stayed, the trailer was well used with kids and the enhancements. It was an overall good turn out and the review was everyone felt safer having something closer to help grow/help the community!

NEW BUSINESS

a. Record Management System Quotes – Deputy Chief Bright

Deputy Chief Matt Bright presented the Record Management System Quotes to the Board. MFPD has been utilizing emergency reporting since the merger, that does fire reporting alongside the states provided image trend system to do ambulance reporting. Deputy Chief Matt Bright explains the year-end changes with the National Fire Incident Report – will cease to exist despite all the governmental changes federally. As of December, our emergency reporting software won't be compliant either. By end of December early January MFPD will transition to a new system, NERIS (National Emergency Response Information System). Deputy Chief Matt Bright requests approval on behalf of staff of First Due Record Management System in the amount of \$50,850.00.

Trustee Kevin Robling asked where in the budget is this money going to come from? Chief Dustin Dillard explained that all of the software that MFPD currently has costs \$48,263.00 annually, so we will save money. We've got the budget lines for it and this will eliminate several software programs that MFPD is using and allow us to roll into one.

Trustee John Bernstein asked if there are any other counties around us that use this same program? Deputy Chief Matt Bright stated yes and by utilizing the same systems as surrounding departments, we can share information more easily. In other words, all incidents are auto populated into the system, including preplanned information in the system. This is a substantial savings in our employee's time, and will also assist with fewer errors in information on the reporting.

Trustee Dan Vest asked about the image trend quote, did they give you any more information on what the quotes will provide? Deputy Chief Matt Bright stated that the quote was in a portal with a little bit more information, but this is the only document that he could pull out of the portal. Chief Dillard also stated that with Image Trend we would have to also still have a scheduling program which costs around \$15,000 annually. Chief Dillard also stated that Image Trend is the program that we are having issues with at the state.

Long discussion on image trend.

Vice-Chair Mark Kruzan asked if those addons would be annual or one time? Adding to the subscription and not a stand alone? Deputy Chief Bright stated that we can add things on at a later date, but the fundamental part of the program is our main goal.

Trustee Kevin Robling asked are we saving money by getting the Record Management System or not? Chief Dustin Dillard explained that we're currently spending \$48,000.00 on the software being used now. We're getting an annual increase on that as well, so we'll be saving a little (due to the one time set up costs). Trustee Kevin Robling stated he doesn't want a \$48,000.00 annual bill turn into a \$348,000.00 annual bill. Chief Dustin Dillard explained that we're requesting this software to replace what we have now. No intentions at this time to purchase those add on Mark mentioned. IT Specialist Cooper also noted that there is a 5% cap on the increase per year.

Fiscal Officer Michael Baker made a motion to approve the First Due - Record Management System Quotes in the amount of \$50,850.00.

Trustee Kevin Robling 2nd

Motion Passed 7-0

b. Volunteer Contract

Chief Dustin Dillard presents the Volunteer Contract to the Board. Indicating that this is the first Volunteer Contract MFPD has had in the last two years. We are focused back on recruiting of new volunteers. With that, there's more than just firefighting volunteers capable out there. This contract is similar to the last contract MFPD had; however, this contract broadened some to fit non-firefighting volunteers - same language, benefits, etc. Only big shift that's in this contract that wasn't in the previous contract is a shift back to how things were done when MFPD was Perry Clear Creek. Chief Dillard elaborates on the merger and the pros and cons behind it.

Trustee Dan Vest asked about volunteering plus paying the individual. His understanding is volunteering is without pay. Chief Dustin Dillard explained that volunteer fire departments have a state code that provides car and clothing allowance. It's a nominal fee. It cannot reach over 20% of what a paid firefighter makes and we don't compensate less than what the state statute pays out.

The \$28.00 amount has been paid out for car and clothing to volunteer firefighters the last several years, the \$20.00 amount is for non-firefighters who are vital in our event functions.

Vice-Chair Mark Kruzan asked who offered this document? Chief Dustin Dillard stated the original document he doesn't know. Chief Dillard explained this document was initially modified by him and then reviewed by Deputy Chief Jeffrey Combs, sent to Legal Counsel Christine Bartlett, and shared with Chair Vicky Sorensen. Vice-Chair Mark Kruzan asked why they're signatory is the vice president? Chief Dustin Dillard explained that some members are also part-time or full-time employees and they can't be apart of this process.

Legal Counsel Christine Bartlett stated that she's satisfied with it. She reviewed everything and went back and forth on it while making minimal changes. Overall, satisfied.

Trustee Kevin Robling asked if adjustments need to be made upon bullet point 3 of Section 11.

Trustee Kevin Robling made a motion to strike bullet point 3 of Section 11.
Vice-Chair Mark Kruzan 2nd
Motion Passed 7-0

Trustee Kevin Robling made a motion to approve the 2025 Volunteer Contract as amended.
Vice-Chair Mark Kruzan 2nd
Motion Passed 7-0

FINANCIALS

a. Financial – Claims

Financial Assistant Lorie Robinson presented claims for May 2025 for a total of \$446,302.67

Trustee Kevin Robling made a motion to approve the claims for May 2025 as presented.
Vice-Chair Mark Kruzan 2nd
Motion Passed 7-0

b. Payroll

Financial Assistant Lorie Robinson presented the May monthly payrolls for approval which included the May 15th and 30th payroll and HSA quarterly distributions.

Trustee Kevin Robling made a motion to approve the payrolls for May 2025 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 approval

Trustee Kevin Robling made a motion to approve the financial statement.
Vice-Chair Mark Kruzan 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 July 9, 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 7:18 p.m.

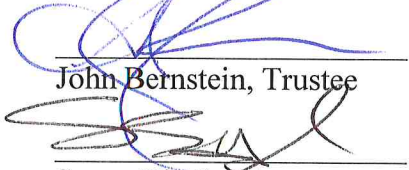
Minutes approved by the board of trustees on July 9, 2025:

Aye:

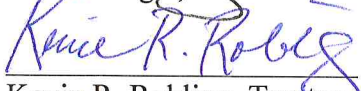

Vicky Sorensen, Chair


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
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