



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 6:00 p.m. EST Wednesday, May 14, 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
- Kevin R. Robling, Trustee

Those absent were as follows:

- Dan Vest, Trustee
- Susan Hingle, Trustee

Others present were as follows:

- Dustin Dillard, Chief
- Jeffrey Combs, Assistant Chief of Administration
- Matt Bright, Deputy Chief, EMS & Operations
- Steve Coover, Deputy Chief, Community Risk Reduction
- Bill Tusing, Deputy Chief of Logistics
- 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 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 April 9, 2025 regular meeting were presented to the board for approval. Trustee Kevin Robling made a motion to approve the April 9, 2025 minutes. Vice-Chair Mark Kruzan 2nd. Motion passed 5-0

DEPARTMENT UPDATES

Department Updates

a. Legal Updates

Legal Counsel, Christine Bartlett stated she has been working on agreements received this month, the lease agreement with Van Buren also an Ivy Tech agreement. Legal will also be closely watching SEA1 concerning property and income taxes.

b. Statistics

Deputy Chief Matt Bright updated the board the monthly statistics

	<u>MAR 2025</u>	<u>APR 2025</u>
TOTAL Emergency Calls	512	385
Fire Calls	33	15
<i>Structure</i>	5	6
<i>Vehicle</i>	2	0
<i>Wildland</i>	25	6
<i>Other</i>	1	3
Over Pressure Rupture, Explosion, Overheat	0	0
EMS Calls	309	252
<i>Medical</i>	215	166
<i>EMS Crew Assist</i>	66	60
<i>Motor Vehicle Accidents</i>	28	26
Hazardous Conditions	28	12
Service Calls	46	28
Good Intent Calls	68	60
False Alarms	27	17
Severe Weather	0	0
Special Incidents	1	1
Incidents by Township	361	255
Benton	29	21
Bloomington	30	25
Clear Creek	45	24
Indian Creek	9	9
Perry	101	69
Van Buren	130	90
Washington	17	17

Incidents – Contracted Townships	24	17
Polk	5	2
Salt Creek	19	15

Incidents by Aid Given	127	113
Bean Blossom	6	2
Bloomington City	50	61
Ellettsville	14	10
Richland Township (EFD)	54	37
Greene County	2	3
Lawrence County	0	0
Brown County	0	0
Owen County	0	0
Morgan County	0	0

AID Received - Year to Date **134**

Station 81 Response
Engine 81 – 55

Squad 81 – 3

Average Response (dispatch to arrival on scene)	7 min 54 sec	7 min 42 sec
Average Turnout (dispatch to enroute)	0 min 58 sec	1 min 4 sec
Average Time on Scene	24 min 269 sec	22 min 12 sec

August SOR (Statements of Refusal) signed: 5

c. Emergency Medical Services & Operations

Deputy Chief Matt Bright updated the board on EMS & Operations

Current Situation:

- New EMS inventory control system (vending machine) arrived and is being stocked and programmed
- Investigating additional cancer screening options

Accomplishments:

- Participated in the District 8 emergency preparedness coalition training and exercise
- New defibs arrived and placed into service, applied for a grant for five additional units

Planned Activities:

- Meeting with ambulance service to discuss current situation, needs, and AVL/dispatch
- Present ambulance staffing MOU to county fire chiefs for signing

Trustee Kevin Robling asked where the vending machine is located. Deputy Matt Bright stated Station 22. Fiscal Officer Michael Baker asked who provides the vending machine? Deputy Matt Bright stated Bound Tree Medical. The cost is associated with how much we order from Bound Tree Medical. Trustee Kevin Robling asked what's in the vending machine? Deputy Matt Bright indicated glucose, epinephrine, needles, monitor electrodes, c collars, airways, defib pads. To access the vending machine, you have to input a special pin #. Trustee John Bernstein commented more accountability by having to use a pin #. Should help with accounting for inventory. Trustee John Bernstein asked if the vending machine will be placed at all housed with ambulances. Deputy Chief Matt Bright explained that we are looking into it and use for other items.

Vice-Chair Mark Kruzan asked if we have any medications in stock that we didn't have before? Deputy Chief Matt Bright stated no. Vice-Chair Kruzan follows up asking if we stock controlled substance. Deputy Chief Bright stated no, we would have to be Advanced Life Support. Trustee John Bernstein asked if we have personnel that could handle controlled substances. Deputy Chief Matt Bright said we do not have personnel; however, we do have paramedics. Controlled substances require an ALS certification and we would have to obtain DEA #'s prior to ever having controlled substances available.

Deputy Chief Matt Bright circled back with Mark Kruzan regarding cancer screenings and elaborated on options to the board. Long discussion.

Trustee Kevin Robling asked about the new defibs. Deputy Chief Matt Bright stated that we purchased 4 and removed 5. In addition to that, regarding the MOU with Fire Chiefs, did you go through legal? Deputy Chief Bright stated yes.

d. Fleet

Fleet Manager Nick Powell updated the board on Fleet:

Current Situation:

- Factory recalls – vehicles are up to date and no recalls currently present
- Maintenance:
 - 18 pending work orders
 - 12 minor repairs
 - 5 moderate repairs
 - 1 major repairs

Accomplishments:

- Tender 26
 - Equipment and supplies have been gathered for Tender 26
- Ladders
 - Damaged ladders have been repaired and are ready for testing
- New BC 29
 - Has been received and currently is being equipped for service

Planned Activities:

- Inventory List

- Updating the extrication equipment tool inventory list
- ARFF Truck
 - Building a plan for preventative maintenance and FAA inspections

Trustee John Bernstein asked what ARFF stands for. Fleet Manager Nick Powell explained ARFF stands for Aircraft Rescue Fire Fighting Vehicle.

Trustee Kevin Robling asked what is the major repair? Fleet Manager Nick Powell indicated warranty work for the water tank on Tender 22.

e. Training

Chief Dustin Dillard updated the board on Training:

Current Situation:

- Annual Monroe County Airport training on Movement/Non-Movement training

Accomplishments:

- FDIC April 9-12
- ARFF Staff completed Life Fire Training with MC Airport Staff
- Driver Operation General Course for Monroe County Departments – EFD/BFD/MFPD

Planned Activities:

- ODT #16
- Surface Water Operation and Tech course planning
- Company Level Trainings on: water supply, ground ladders, hazardous materials, moving downed firefighters, boat operations, safe place annual inservice, ambulance familiarization, truck company apparatus placement, and truck company ladder operations.

Training Hours:

- Company training – 2,094

f. Community Risk Reduction

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

Current Situation:

- Meeting with Wonderlab summer camps and program participation with Safety Trailer
- Researching Plans Review Software
- Creating a public education program

Accomplishments:

- First CPR Course delivered with Monroe Fire Protection District at Training Site
- Safe Haven Baby Box Annual Certification and Maintenance completed

- Events: Breakfast with the Bunny, Grandview STEM night, Homeschool Group Prevention Presentation, Healthopoluza Children's expo

Planned Activities:

- Prepare for the year's education and awareness opportunities and end of school year events
- USAR Medical Course
 - Extensive Planning meetings set due to relocation from past years

Fire Inspections:

- Fire Safety Inspections – 31
- Re-Inspections – 5
- New Construction Inspections – 3
- Plans Review – 8

Trustee John Bernstein asked how long it takes on new construction inspection? Deputy Chief Steve Coover explained it depends on the size of the building and what the building is doing.

Chair Vicky Sorenson asked what is the Plans Review Software? Deputy Chief Coover stated software that's too expensive.

Trustee Kevin Robling asked what creating Public Ed for non-profits entails? Deputy Chief Coover elaborated on trainings: CPR, Narcan, Wellness, Fire Safety. Trustee Robling followed up asking how do groups find out about one? Deputy Chief Coover explained everything is on our webpage – www.monreofd.org and our Facebook page.

g. Financial – Claims

Financial Assistant Lorie Robinson presented financial summary for April 2025.

Current Situation:

- State Board of Accounts – Federal and State Audit of 2024

Accomplishments:

- Capital Assets semi-annual equipment inventory completed

Planned Activities:

- GAAP submissions
- Exploring opportunities with Department of Workforce Development for another training grant

EMS Collections:

- EMS Collections for April - \$16,719.93
- EMS Accounts Receivable - \$104,746.91
- EMS Collections moved to Bad-Debt Resolutions - \$26,830.60 (25% Commission)

Chair Vicky Sorensen asked the \$26,000.00 isn't money received? Financial Assistant Lorie Robinson explained yes, it is debt still owed, but at least 4-months old.

Vice-Chair Mark Kruzan asked why doesn't Med-Bill work on it for 4 weeks and then move to bad-debt? Financial Assistant Lorie Robinson believes it's based on conversations but is happy to get more specific information. Vice-Chair Kruzan said he is not slandering Med-Bill, but from a business perspective it would be in their interest for debts to be moved to bad debt.

Vice-Chair Mark Kruzan asked how do we protect ourselves? Financial Assistant Lorie Robinson explained that everything done in the portal at Med-Bill is tracked in the portal and we can see all of the reporting. Long discussion on solutions for bad-debt and ensuring we stay on top of it. It was discussed we have access to everything and can even have the tape-recorded conversations of a collection call and access to any calls made on our behalf with Med-Bill. Trustee John Bernstein asked if there is a process in other districts for EMS that we can learn from? How do others check on billing companies? Deputy Chief Matt Bright said that's something we will look into. Deputy Chief Bright will also follow up on the time-line of when accounts are moved into bad-debt collections.

Another long discussion on what MFPD is charged for. Trustee Kevin Robling requested true write offs moving forward.

Financial Assistant Robinson reported that the budget is in good shape, currently we could have expended 33% of the budget and all lines are under that at this time in the general fund. The cumulative fund is at 42%. Trustee Robling asked if the expense rate is consistent or will we see big spending at the end of the year, since we have been staying under budget? Fiscal Officer Baker stated that we are fairly consistent with staying around 8-10% underspent on our budget.

Financial Assistant Robinson reminded the board that budget time will begin in July with the county budget hearing in August.

h. Administrative Report

Chief Dustin Dillard updated the board on Administration.

Current Situation:

- Working with volunteers for a new and improved contract better reflecting the District's needs

- Meetings with Monroe County, Ellettsville and Bean Blossom Township on Fire Protection have been put on hold due to Senate Bill 1

Accomplishments:

- Received a refund of \$9,245.00 from the Worker's Comp Audit
- Received the CTE Award for Excellence from the Indiana Commission for Higher Education with Indiana Association of Career and Technical Education for our partnership with Bloomington Fire on the recent recruit academy
- Attend the Valor Awards Ceremony in which the Fire Valor Award was presented to MFD Captain Ryan Fipps

Planned Activities:

- Open House Event for Station 26 – May 24 from 11:00am – 2:00pm
- Planning Pinning Ceremony for April and July 2024 recruit academies
- Harrodsburg Heritage Days – May 16 & 17

Personnel Report:

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

Volunteer Hours: 160.5

Trustee John Bernstein asked about electronic files and access. Chief Dillard stated that access is for administrative personnel only and confidentiality is maintained.

Trustee Kevin Robling asked if we have a backup system for electronic files? IT Specialist Darrell Cooper indicated that we have a backup system that happens nightly.

UNFINISHED BUSINESS

a. Station 26 – Update

Administrative Assistant Bovenschen showed the newest slides of Station 26. Assistant Chief Combs stated that shifts will begin at 0700 on Friday, May 16th. Trustee Bernstein asked about the right of way access for I69 and station 26. Chief Dillard stated that it will be revisited at a later time as SEA1 has impacted all levels of government in Indiana and a lot of changes have already taken place and will be.

NEW BUSINESS

a. Lease with Van Buren Township

Assistant Chief Combs discussed the lease agreement between Van Buren Township Trustee and MFD for the use of the building located at 2123 S Kirby Road. This is the building the administrative assistants are using. Vice-Chair Kruzan asked legal counsel if a \$0.00 lease is allowed, as he thought there had to be at least a minimal dollar amount. Legal counsel explained that the District is paying all utilities and property insurance for the use of the building and that is in lieu of a monthly lease fee.

Vice-Chair Mark Kruzan made a motion to approve the contract with Van Buren Township for the use of the ABW building.

Trustee Bernstein 2nd

Motion Passed 5-0

b. Truck Purchases

Fleet Manager Nick Powell went over his proposal with the board for purchasing a new Chevy 1500 to replace Chief 2-0 vehicle. Fleet Manager Powell stated that he had received two quotes, one from Ford and one from Chevy. The cost of the Chevy truck was lower and also keeps the fleet uniform. Trustee Robling asked what will happen to the current chief vehicle? It will be moved to a pool vehicle, which is used to send members to trainings out of town, various classes and utilized should another vehicle break down. Chief Dillard stated that we plan to surplus one vehicle later this year, likely the Dakota.

Vice-Chair Kruzan asked about the police package, what exactly is that? Fleet Manager Powell explained that it is mostly heavier duty suspension and heavy-duty brakes.

Vice-Chair Kruzan made a motion to purchase the Chevy 1500 from Curry in the amount of \$48,827.

Trustee Robling 2nd

Motion Passed 5-0

Fleet Manager Powell went over the proposal for a new Brush 21 vehicle. He obtained quotes from both Ford and Chevy for comparable trucks. His recommendation is to purchase the Chevy 3500 from Curry in the amount of \$46,893.00

Trustee Robling again asked what we would do with the current Brush 21. It was stated that it will be moved to a pool vehicle. Vice-Chair Kruzan asked how many vehicles can be fitted with snow plows? Chief Dillard explained that almost every station has either a truck with a plow or a UTV with plow abilities.

Vice-Chair Kruzan made a motion to purchase the Chevy 3500 from Curry in the amount of \$46,893.

Trustee Robling 2nd

Motion Passed 5-0

c. UTV Purchase

Fleet Manager Powell went over his proposal for replacing the UTV at station 21 with a better suited UTV. Powell discussed the uses of the UTV at station 21 and the size of the current UTV. With the equipment needed to be placed on the UTV, the current one is undersized. Fleet Manager Powell noted that the current UTV will be moved to Station 22 to be utilized on the Bloomington Rail Trail for EMS and will not have to

have the water skid pack. The recommended UTV for purchase is a 2025 Kawasaki Mule Pro-FX 1000, which is a safer choice for Station 21's uses.

Vice-Chair Kruzan made a motion to the purchase of a 2025 Kawasaki Mule Pro-FX 1000 in the amount of \$15,950 from H & R Agri Power in Washington, Indiana.

Trustee Robling 2nd

Motion Passed 5-0

FINANCIALS

a. Financial – Claims

Financial Assistant Lorie Robinson presented claims for April 2025 for a total of \$672,435.60.

Trustee Robling made a motion to approve the claims for April 2025 as presented.

Fiscal Officer Baker 2nd

Motion Passed 5-0

b. Payroll

Administrative Assistant Tammy Bovenschen presented the April monthly payrolls for approval which included April 15 and 30, 2025.

Trustee Robling made a motion to approve the payroll for April 2025 as presented.

Fiscal Officer Baker 2nd

Motion Passed 5-0

c. Financial – Statement

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

Kevin Robling made a motion to approve the financial statement.

Fiscal Officer Baker 2nd

Motion Passed 5-0

ADDITIONAL COMMENTS

No additional comments.

NEXT MEETING

Chair Vicky Sorensen stated that the next meeting will be in person on June 11, 2025 at Station 25, located at 5081 N. Old State Road 37, Bloomington, Indiana. The meeting will also be held via zoom.

ADJOURN

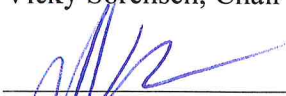
Vice Chair Kruzan made a motion to adjourn at 7:25p.m.

Minutes approved by the board of trustees on June 11, 2025:

Aye:

Nye:

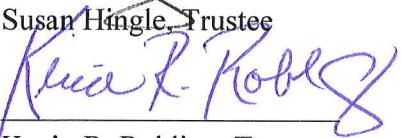

Vicky Sorensen, Chair


Mark Kruzan, Vice-Chair


Michael Baker, Fiscal Officer


John Bernstein, Trustee


Susan Hingle, Trustee


Kevin R. Robling, Trustee


Dan Vest, Trustee

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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