



EXECUTIVE BOARD Regular Meeting

Brownsburg Fire Territory Headquarters
470 East Northfield Drive
Brownsburg, Indiana 46112
Classroom A/B

MEETING MINUTES Tuesday, January 25, 2022 6:00 P.M.

Attendees

Nathan Mantlo, Brownsburg Township Trustee - *attended via Zoom Meeting*
Steve Patterson, Lincoln Township Trustee (Chairman) – *attended in person*
Travis Tschaenn, Town of Brownsburg Representative – *attended in person*
Christopher Janak, Attorney
Larry C. Alcorn, Fire Chief
Tina Betuker, Recording Secretary

I. CALL TO ORDER

Mr. Patterson called the Brownsburg Fire Territory (BFT) Executive Board (the “Board”) meeting to order at 6:08 p.m.

II. PLEDGE OF ALLEGIANCE

Everyone in attendance recited the Pledge of Allegiance.

III. MOMENT OF SILENCE

Meeting attendees observed a moment of silence.

IV. ROLL CALL TO DETERMINE QUORUM BY PRESIDING OFFICER

Per State of Indiana Governor Holcomb’s issued Executive Order 21-33 (a continued declaration of a public health disaster emergency effective January 2, 2022 through February 2, 2022), and per I.C. 5-14-1.5-3.7 whereby a quorum of the members of the governing body participate in person and the public is able to simultaneously attend and observe the meeting, rollcall was taken and it was determined that all members were present. Mr. Patterson and Mr. Tschaenn attended in person, while Mr. Mantlo attended via Zoom Meetings in a session observable by the attending general public.

V. ELECTION OF CHAIRMAN FOR 2022

Mr. Tschaenn made a motion to elect Nate Mantlo as the Executive Board Chairman for 2022. Mr. Patterson seconded the motion, which passed unanimously by a vote of 3-0; votes were individually cast aloud.



VI. ELECTION OF SECRETARY FOR 2022

Mr. Tschaenn made a motion elect Ms. Betuker as Recording Secretary for 2022. Mr. Patterson seconded the motion, which passed unanimously by a vote of 3-0; votes were individually cast aloud.

VII. APPOINTMENT OF ATTORNEY FOR 2022

A. Resolution #2022-01 "A Resolution Providing for the Appointment of Attorney"

Mr. Tschaenn made a motion to approve Resolution #2022-01 "A Resolution Providing for the Appointment of Attorney" whereby the Board would appoint J. Christopher Janak of Bose, McKinney, & Evans as attorney for the Executive Board, Safety Board, and the Fire Territory for calendar year 2022. Mr. Patterson seconded the motion, which passed unanimously by a vote of 3-0; votes were individually cast aloud.

VIII. CITIZENS COMMENTS RELATED TO AGENDA ITEMS

None.

IX. APPROVAL OF PREVIOUS MINUTES: Regular Meeting Tuesday, December 14, 2021

Mr. Patterson made a motion approve the meeting minutes dated Monday, December 14, 2021, as submitted. Mr. Tschaenn seconded the motion. There were no questions or comments and the motion passed unanimously by a vote of 3-0; votes were individually cast aloud.

X. APPROVAL OF EXPENSE REPORT(S): **December 2021 Activity - \$321,418.94**

Mr. Patterson made a motion to approve the expense reports for December 2021 activity in the amount of \$321,418.94. Mr. Tschaenn seconded the motion. There were no questions or comments and the motion passed unanimously by a vote of 3-0; votes were individually cast aloud.

XI. EXECUTIVE BOARD ITEMS

Old Business

A. None.

New Business

A. 2022 Meeting Dates and Times

Mr. Tschaenn made a motion to consider the 2022 Meeting Dates and Times. Mr. Patterson seconded the motion. Mr. Tschaenn noted that, although the 2022 dates were listed, the document did not include a meeting time; therefore, he made a motion to amend, adding 6:00 p.m. as the 2022 meeting time. Mr. Patterson seconded the motion to amend, which passed unanimously by a vote of 3-0; votes were individually cast aloud. Mr. Tschaenn made a motion to approve the amended 2022 Meeting Dates and Times. Mr. Patterson seconded the motion, which passed unanimously by a vote of 3-0; votes were individually cast aloud.



B. 2022 Uniform Conflict of Interest Statements

The Board acknowledged receipt of Uniform Conflict of Interest Disclosure Statements from the following employees:

- Matthew D. Johnson for Macqueen Emergency
- Jonathan “Andy” Northern for 911 Fleet and Fire Equipment
- Donald Ross for First Due Company, LLC

Note: copies of the Uniform Conflict of Interest Statements were submitted to the Town of Brownsburg Clerk-Treasurer, noting that the Board had acknowledged them during their Regular Meeting dated Tuesday, January 25, 2022.

C. Facility Lease Rental Agreement: Lincoln Township, Station #131 Office

Mr. Tschaenn made a motion to consider a facility lease agreement for Lincoln Township, which Mr. Patterson seconded. Lincoln Township rents office space at Station #131 located 55 East Main Street in Brownsburg for \$400.00 per month. Mr. Patterson stated that the State Board of Accounts requires a lease copy. A draft was presented to the Board for consideration; however, Mr. Janak notified the board that the current discussion is really for a sublease, noting that the original lease is an agreement between the Fire Station Building Corp. as Lessor, and the three Participating Units (Brown Township, Lincoln Township, and Town of Brownsburg) as Lessees; Lessees need the consent of the Lessor to sublease. Mr. Janak recommended approving the provided agreement, and he would then send a copy with consents out to each Participating Unit’s legislative body, as well as the Fire Station Building Corp.

Mr. Mantlo, noting that the majority of business conducted at the Trustee’s offices is poor relief, asked the Executive Board what, if any, compensation they felt was fair. Mr. Patterson stated Lincoln Township was comfortable paying the BFT \$400.00 per month since they would need to still pay rent if the office was located elsewhere. There were no further questions or comments and the motion passed unanimously by a vote of 3-0; votes were individually cast aloud.

XII. FIRE CHIEF ITEMS

Old Business

A. BFT Facilities and Training Grounds Third-Party Usage

Chief Alcorn stated he awaits the Board’s input on which entities would be allowed to use BFT facilities and how they would be charged, if at all; he would need this information in order to draft documentation for the Board’s consideration. The agenda item is deferred to the next meeting.

B. Project: Training Grounds 1. Bid Award

Chief Alcorn notified the Board that only one bid was received for the Training Grounds project (modification of storage containers), and subsequently awarded to First Due Company for the amount of \$102,570.00 (within the budgeted amount). Mr. Mantlo asked Mr. Janak if there is a vote needed on this item. Mr. Janak clarified that the Board had, at their December 14, 2021, already voted to allow Chief Alcorn to award the project to the most responsive and reasonable bidder.



C. Firefighter Starting Pay Step Adjustment

Mr. Patterson made a motion to proceed with the salary adjustments for first and second year Firefighters as outlined on page 43 of the meeting packet. Mr. Tschaenn seconded the motion. Mr. Tschaenn stated that he had received feedback from Chief Alcorn and the Hendricks County Firefighters Local #4406 Brownsburg Division and is satisfied to proceed. Mr. Patterson stated he agreed with the adjustments to ensure the BFT remained competitive in its compensation. Mr. Mantlo stated his initial hesitation lay with discrepancy in starting pay between the firefighter vs. civilian paramedic positions. However, he is now taking difficulties with hiring civilian paramedics in the current market into account, particularly the Board's agreement to increase their starting pay. Chief Alcorn noted that amount was approved under the 2022 budget at \$59,000.00. There were no further questions or comments and the motion passed unanimously by a vote of 3-0; votes were individually cast aloud.

New Business

A. Monthly Staff Reports: December 2021 Activity

Chief Alcorn presented the monthly staff report for December 2021. There were no questions or comments.

B. Policy Updates to Correct Position Title(s)

In order to reflect currently assigned employee position titles, Chief Alcorn requested the Board's approval to update the text within all active policies, as follows: "Assistant Chief" to "Deputy Chief," e.g., "Assistant Chief of Administration" to "Deputy Chief of Administration." Mr. Patterson made a motion to make the policy text changes. Mr. Tschaenn seconded the motion. There were no questions or comments and the motion passed unanimously by a vote of 3-0; votes were individually cast aloud.

C. Policy #316-Longevity Pay

Chief Alcorn requested the Board's approval to modify Policy #316-Longevity Pay to reflect the new pay outlined under the 2022 salary ordinance. Mr. Tschaenn made a motion to approve the requested changes. Mr. Patterson seconded the motion. There were no questions or comments and the motion passed unanimously by a vote of 3-0; votes were individually cast aloud.

XIII. ATTORNEY ITEMS

A. None.

So that documentation may be prepared and meetings initiated, Mr. Janak asked the Board if they wished to pursue re-establishment of the 2023 tax rate (the fully allowable rate is \$0.0333 per \$100.00 of Assessed Value (AV)). Mr. Patterson stated the Lincoln Township Board is in agreement to participate in a joint meeting to discuss the rate re-establishment. Mr. Tschaenn stated the Town of Brownsburg is also interested in meeting. Mr. Mantlo stated that two of three Participating Units constitutes a consensus and asked Mr. Janak if a vote was required. Mr. Janak stated while a vote wasn't required, it would be prudent since the action will incur attorney fees against the BFT budget. Mr. Mantlo stated he would not be in favor of re-establishment; without a requested rate, the rate would be automatically set and he predicts this would trend down to \$0.0329 per \$100.00/AV; however, it is the Brown Township Board's decision. In addition, as Mr. Patterson and Mr. Tschaenn



had already spoken with their legislative bodies, Mr. Mantlo requested a vote. Mr. Tschaenn made a motion for the attorney to initiate documentation and the process for re-establishing the Equipment Replacement Fund. Mr. Patterson seconded the motion which was approved by a majority vote, as follows: Mr. Patterson=Yes; Mr. Tschaenn=Yes; and Mr. Mantlo=No; votes were individually cast aloud. Mr. Mantlo noted that someone within the BFT should coordinate the joint meeting and that the Township's may be asked for their Board's contact information.

XIV. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS

None.

XV. COMMENTS FROM THE FLOOR

Ms. Cindy Hohman, 15 Tyler Court, regarding a Brownsburg business handling radioactive medicine and the level of BFT personnel training on handling such materials. Chief Alcorn stated that the Fire Marshal is aware and has communicated with personnel. In addition, he noted that the BFT does not have a hazmat response and would rely upon other nearby qualified departments. The business has supplied a list of the materials.

XVI. DATE AND LOCATION OF NEXT REGULAR EXECUTIVE BOARD MEETING

Mr. Tschaenn advised the Board that he would not be available in person for the February 22, 2022 regular meeting and would need to attend electronically. With the Governor's Executive Order 22-01 "TWENTY-THIRD RENEWAL OF THE PUBLIC HEALTH EMERGENCY DECLARATION FOR THE COVID-19 OUTBREAK," the manner in which Executive Board members may attend the February 22nd Regular Meeting continues to fall within the revised IC 8-1-2.2-31(e):

"This subsection applies if the governor declares a disaster emergency under IC 10-14-3-12, or a local disaster emergency is declared under IC 10-14-3-29. The board of commissioners of a joint agency may meet without any members of the board of commissioners being physically present at the meeting until ninety (90) days after the disaster emergency or local disaster emergency is terminated, if the members participate by means of electronic communication in the manner set forth in subsection (b). A member of the board of commissioners of a joint agency who participates in a meeting in accordance with this subsection is considered to be present at the meeting. The board shall prepare a memoranda of the meeting as set forth in subsection (d)."

Date and Time: Monday, February 22, 2022
6:00 p.m.

Location: Brownsburg Fire Territory Headquarters
Classroom A/B
470 East Northfield Drive • Brownsburg, Indiana 46112
-ALSO-
Via Zoom (link to be provided)



Brownsburg Fire Territory

Vigilantly Serving Our Community

XVII. ADJOURNMENT

Mr. Tschaenn made a motion to adjourn. Mr. Patterson seconded the motion. The meeting adjourned at 6:43 p.m.

Meeting minutes are a summary of actions taken at the Brownsburg Fire Territory Executive Board meeting. Effective August 2020, meetings are live-streamed and archived. Please visit www.Brownsburg.org, select "Live Video and Archives" from the Quick Links menu, click on the Boards and Commission tab, and scroll to your desired meeting date.

Questions may be directed to Fire Chief Larry C. Alcorn at lalcorn@BrownsburgFire.org or via mail to 470 East Northfield Drive, Brownsburg, IN 46112

SIGNATURES
REDACTED

Nathan Manto, Brown Township Trustee, Chairman

Date

4/19/22

SIGNATURES
REDACTED

Steve Patterson, Lincoln Township Trustee

Date

4/19/22

SIGNATURES
REDACTED

Travis Tschaenn, Town of Brownsburg Representative

Date

4/19/22

Attest:

SIGNATURES
REDACTED

Tina Betuker, Recording Secretary

Date

4.19.22