



EXECUTIVE BOARD Regular Meeting

Virtual: via Zoom

MEETING MINUTES
Monday, April 19, 2021
6:00 P.M.

Attendees

Nathan Mantlo, Brownsburg Township Trustee
Steve Patterson, Lincoln Township Trustee (Chairman)
Jeff Gracey, Town of Brownsburg Representative
Steve Unger, Attorney (Fill-in for Chris Janak)
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 6:00 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

Roll call was taken and it was determined that all Board members were present.

V. CITIZENS COMMENTS RELATED TO AGENDA ITEMS

Mr. Dave Weyant commented in reference to *VIII. Executive Board Items, New Business, A. Public Comment – Time Limit; also, B. Salary Adjustment for 2021 & Longevity Pay.*



VI. APPROVAL OF PREVIOUS MINUTES: Regular Meeting: Monday, March 15, 2021
Work Session: Saturday, April 17, 2021

Mr. Gracey made a motion approve the both the meeting minutes dated Monday, March 15, 2021 and Work Session dated Saturday, April 17, 2021, as submitted. Mr. Mantlo seconded the motion which passed unanimously by a vote of 3-0; votes were individually cast aloud.

VII. APPROVAL OF EXPENSE REPORT(S): March 2021 Activity: \$289,663.70

Mr. Mantlo made a motion to approve the expense reports for March 2021 activity in the amount of \$289,663.70. Mr. Gracey seconded the motion. Mr. Mantlo asked about Line Item #1, Axia Technology in the amount of \$362.56. Chief Alcorn stated this was the monthly telephone charge for the IP system at all locations. Mr. Mantlo asked about Line Item #29, Wayne Township Fire Dept. in the amount of \$312.77. Chief Alcorn stated this was replacement of C1320's front brakes. Mr. Mantlo asked about Line Item# 47, Mindy's Brownsburg Signs in the amount of \$1,650.00. Chief Alcorn stated this was for the new Public Safety trailer's graphics. He also clarified that both the trailer and graphics were purchased using awarded grant funds; there was no cost to the taxpayers. Mr. Mantlo asked about Line Item #11, Safe Haven Baby Boxes in the amount of \$4,000.00. Chief Alcorn stated these funds were provided by donation and also at no cost to the taxpayers. Mr. Mantlo asked about Line Item #63, Marcus Davis in the amount of \$500.00. Chief Alcorn stated this was to bring some headquarters/warehouse work into compliance. Mr. Gracey asked if Mr. Davis, a BFT Firefighters, is a licensed electrician. Deputy Chief of Administration Todd Miller confirmed he is. There were no questions or comments and the motion passed unanimously by a vote of 3-0.

VIII. EXECUTIVE BOARD ITEMS

Old Business

A. None.

New Business

A. Public Comment – Time Limit

Mr. Patterson, being new to the Board, asked if a public comment time limit was practiced. The general consensus is one had not been utilized by the Board during past meetings. Both Mr. Gracey and Mr. Mantlo stated their support for public comment and that any minimum should, at least, be set beyond the Brownsburg Town Council's limit of three minutes. Mr. Mantlo suggested determining limits *ad hoc*, at the Board's discretion, based upon agenda content. All members agreed to this practice.

B. Salary Adjustment for 2021 & Longevity Pay

Mr. Patterson requested an update. Mr. Gracey stated that COVID-19 did not adversely affect the income projections as originally expected; therefore, the Town Council planned to



re-visit a potential salaries increase. He noted that other Town Council members have indicated support for the increase. In addition, Mr. Gracey, referencing the longevity pay numbers Chief Alcorn had provided the Board, believed these could be managed under the budget.

Mr. Mantlo stated that the retention bonus approved in 2020 involved contractual agreement between the BFT and those employees who entered into it. In addition, he re-stated his opinion that it was either the retention bonus or a salary increase. He amended that statement indicating that BFT is obligated to meet the contractual agreement, and any pay increase would be considered separately. Mr. Gracey stated that the Town Council more than likely would not support the retention bonus. Mr. Mantlo stated he believes the original resolution would need to be overturned; however, he would not vote in favor of overturning it as breaking the contractual agreement could have legal repercussions.

Mr. Patterson clarified that three topics were under discussion:

- 3% salary increase adjustment
- Longevity pay
- Retention bonus

Mr. Patterson asked that Mr. Gracey keep the Executive Board informed of the Town Council's actions regarding the 3% salary increase. Mr. Mantlo suggested putting forth a consensus vote in support of the increase percentage. Mr. Mantlo made a motion to consider a retroactive 2% increase. There was no second and the motion failed. After further discussion, Mr. Gracey made a motion to support a 3% salary increase. Mr. Mantlo seconded the motion which passed unanimously by a vote of 3-0; votes were individually cast aloud.

Mr. Mantlo, although willing to discuss longevity pay, recommended not voting until the numbers provided to the Board are published for the public. Mr. Gracey and Mr. Patterson agreed. Mr. Gracey made a motion to postpone the longevity pay discussion until the next meeting. Mr. Patterson seconded the motion which passed unanimously by a vote of 3-0; votes were individually cast aloud. In addition, Mr. Unger stated that any Board decision regarding longevity pay would also be a mid-year adjustment requiring the Town Council's approval (per the 2002 Re-stated Interlocal Agreement).

IX. FIRE CHIEF ITEMS

Old Business

A. RESOLUTION #2021-02: Resolution of the Executive Board of the Brownsburg Fire Territory Authorizing Auction of Surplus Property

Chief Alcorn requested permission to place surplus property up for auction/bid through MuniBid – an internet auction site whose use was cleared by the attorney. Mr. Gracey asked if there is any cost to the BFT. Chief Alcorn clarified there is a 9% fee paid by the bidder, that there is no cost to the BFT. Mr. Gracey made a motion to approve Resolution



#2021-02. Mr. Mantlo seconded the motion which passed unanimously by a vote of 3-0; votes were individually cast aloud.

B. Items to be put up for bids/auction

1. 2010 Ford Escape, VIN# 1FMCU5K37AKD33710
2. Upholstered office chairs (qty=6)
3. Tables (qty=2)
4. Four-drawer cabinet (qty=1)
5. 3'x6' Wood Fold-up Tables (qty=23)
6. 3'x8' Metal Fold-up Tables (qty=2)
7. Paramount FTX Stack Weight Machine

Chief Alcorn noted an additional item should have been included in the list - #8. Extrication Equipment. He noted the vendor had quoted a potential value of \$3,000.00-\$6,000.00. Mr. Gracey asked if the Board should require a minimum reserve. This was not recommended by the attorney. Mr. Mantlo made a motion to place all eight listed items on the newly approved auction site. Mr. Gracey seconded the motion which passed unanimously by a vote of 3-0; votes were individually cast aloud.

C. Construction Updates

1. Station 133 Renovation

Chief Alcorn provided the following status:

- Phase 1-Locker Room/Showers: completed
- Phase 2-Sleeping Quarters: begun and on schedule

2. Emergency Signal CR600N/CR1000E

Chief Alcorn stated this project is ahead of schedule. The light has been tagged and power from Indianapolis Power & Light Company (IPL) is expected soon. He noted that the county (Hendricks) and Town of Brownsburg were very helpful in getting the project accomplished. Mr. Mantlo asked what roles the county and Town played. Chief Alcorn clarified that the county performed an inspection required to route power, and the Town performed a certified inspection of the concrete (a cost savings measure).

3. Safe Haven Baby Box (Fire Station #131)

Chief Alcorn stated that the Safe Haven Baby Box had been successfully installed at Fire Station #131, and that a dedication was scheduled there for Friday, April 30, 2021 at 10:30 a.m. (invites to be sent). Mr. Mantlo asked how the public would be made aware of this resource. Chief Alcorn stated that it is Safe Haven's policy to provide press releases, and that media outlets would be notified of the dedication. Mr. Mantlo asked if periodic announcements would be made and if applicable local organizations, e.g., Family Promise of Hendricks County, would receive information. Chief Alcorn stated he is working closely with Safe Haven to ensure the community and its organizations are



provided with proper information. Mr. Mantlo asked if there is a sign and if so, enquired as to its visibility. Chief Alcorn stated there is a sign on the building to identify the box; however, he is following Safe Haven's guidance on the balance between visibility and privacy/confidentiality concerns. All members thanked Chief Alcorn for facilitating this valuable resource.

New Business

A. None.

X. ATTORNEY ITEMS

A. None

Attorney Chris Janak was unable to attend this meeting and Mr. Patterson was notified in advance. Mr. Gracey requested attorney presence during discussions regarding salary. Mr. Janak arranged for Mr. Steve Unger to attend in his stead.

XI. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS

Following up on the Saturday, April 17, 2021 Work Session, Chief Alcorn asked the Board's approval to obtain appraisals related to the potential relocation of Fire Station #132. The most desired site is tied to a potential residential development. The property is owned by Connection Pointe Church who has entered into an agreement with Lennar Homes of Indiana, Inc. ("Lennar") to develop "Hawk's Landing," which is located within Town of Brownsburg limits. Initial research indicated a portion of the development's site could be sold to the BFT Building Corporation, thereby reducing the site's structures count. Mr. Gracey stated his support; however, as the development had not yet been approved by the Town Council, he preferred the discussion take place with Connection Pointe. Chief Alcorn stated he would work with the attorney and involved parties to have that portion removed from the agreement in order to work directly with Connection Pointe. Mr. Mantlo stated his belief that before any money should be spent on appraisals – an amount estimated by Chief Alcorn between \$4,000.00-\$5,000.00 – that the Board have a larger discussion and more established plan. Mr. Gracey asked if the current budget allowed for the appraisal costs. Chief Alcorn stated current budget line item #177.07.309- Professional Services could cover the costs. Mr. Gracey made a motion to seek property appraisals from both Connection Pointe (potential relocation of Fire Station #132) and middle school property south end of town (potential new Fire Station #134). Mr. Patterson seconded the motion; however, he recommended allowing Chief Alcorn to obtain appraisals on whatever properties might be appropriated for proposed Fire Station #134. Mr. Gracey amended his motion. Mr. Patterson seconded the amendment. The motion to amend passed by majority vote of 2-1, as follows: Mr. Mantlo=No; Mr. Patterson=Yes; and Mr. Gracey=Yes. Mr. Mantlo again stated his expectation of a larger discussion in follow-up to the Saturday presentation, in particular, whether or not they wanted to proceed and, if so, in what manner, and before any



monies were spent. In addition, he had not seen tangible data supporting a cost savings. Also, he stated his belief that efforts made to maintain the ISO Class 1 rating were counterproductive with expenses incurred but showing no benefit to residents within the townships. Chief Alcorn clarified that, while the ISO Class 1 rating was appreciated, it is was not a factor in the decision to seek the relocation. Also, savings were not expected and it was stated that that relocation is proposed to better balance taxpayer-funded costs against run demand. Mr. Gracey stated it was understood costs would be incurred and that the data presented showed heavier need south of the current location. Mr. Mantlo stated 4-minute response data was provided; however, he had asked for data outside of that response time but has not received it – and the adjusted response times would play a role in his decision, as he has concerns regarding increased response times to the further corners of the Territory. In addition, in 2018, prior to obtaining the ISO 1 rating, no concerns had been stated regarding the location and requested renovations had been approved. Mr. Gracey noted increased residential growth south of the existing location over the two years since the rating which is expected to continue. Mr. Patterson, referencing the March 2021 report showing 18 runs out Station #132 and 210 runs out of Station #131, stated repositioning the station would better justify the related staffing and costs. Mr. Mantlo stated concerns that future infrastructure improvements, particularly a proposed extension of Ronald Reagan Parkway northward to West 82nd Street, would promote area growth. He questioned, if the station were relocated, would the BFT be facing re-establishing a station in the near future. Mr. Gracey noted no timeline for the extension had been set. Mr. Patterson noted that no decision had been made by the Board regarding the potential relocation or establishment of Fire Station #134 and that, as any money spent in obtaining the appraisals would be sourced from the currently approved budget, no additional funding was being spent in the process. Mr. Gracey made a motion to allow Chief Alcorn to obtain appraisals as per the amendment. Mr. Patterson seconded the motion. Mr. Gracey asked that the Board be kept in the loop. Mr. Patterson requested that Chief Alcorn provide a proposed timeline on the proposed projects. There were no further questions or comments and the motion passed by majority vote of 2-1, as follows: Mr. Mantlo=No; Mr. Patterson=Yes; and Mr. Gracey=Yes. Votes were individually cast aloud.

In reference to concerns relayed by Mr. Mantlo regarding the location of future in-person Board meetings, Mr. Gracey stated his support of re-establishing meetings at the Town of Brownsburg Council Room. Mr. Gracey highlighted the technical advantages of the space for providing public access. Otherwise, he proposed bidding costs and considerations to upgrade BFT property meeting space to allow improved public accessibility. Mr. Patterson agreed the technology offers better access to the public and, if the decision is to upgrade BFT space, to determine if the existing budget can accommodate the cost or provide the Board with estimates; otherwise, use of the Town Council space would be preferable. Mr. Mantlo stated he would attend meetings held at the BFT.

XII. COMMENTS FROM THE FLOOR

Mr. David Weyant commented regarding raises, station locations, and additional costs for technology.

Mr. Jim Murphy commented on proper uses of Equipment Replacement Fund monies.



Mr. Ross Sergi thanked the Board for raises.
Division Chief of EMS Zach Bowers stated that Safe Haven ensures information is made available to support organizations.

XIII. DATE AND LOCATION OF NEXT REGULAR EXECUTIVE BOARD MEETING

Mr. Patterson recommended May’s meeting be held via Zoom, if the allowance is continued under Executive Order.

Date and Time: Monday, May 17, 2021
6:00 p.m.

Location: To Be Determined*

Governor Holcomb’s extended Executive Order allowing for electronic meeting participation currently expires on 4/30/2021. If the order is extended to or past 5/17/2021, the Board will meet solely via Zoom; otherwise, the Board will meet in person at the Brownsburg Town Hall Council Room located 61 North Green Street, Brownsburg, Indiana 46112.

XIV. ADJOURNMENT

Mr. Patterson made a motion to adjourn. The meeting adjourned at 7:42 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.BrownsburgFire.org, select “About Territory,” and click on “Executive Board.”
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*

CHAIRMAN: Steve Patterson, Lincoln Township Trustee

Date

Nathan Mantlo, Brown Township Trustee

Date

Jeff Gracey, Town of Brownsburg Representative

Date

Attest: _____
Tina Betuker, Recording Secretary

Date