



EXECUTIVE BOARD Regular Meeting

Virtual: via Zoom

MEETING MINUTES
Monday, May 17, 2021
6:00 P.M.

Attendees

Nathan Mantlo, Brownsburg Township Trustee: appeared via Zoom session
Steve Patterson, Lincoln Township Trustee (Chairman): appeared via Zoom session
Jeff Gracey, Town of Brownsburg Representative: appeared via Zoom session
Christopher Janak, Attorney
Larry C. Alcorn, Fire Chief } appeared via Zoom session
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. Patterson read “A Proclamation Recognizing EMS Week”

Ms. Cindy Hohman: regarding missing packet information. Also, Fire Station #132 proposed relocation (Fire Chief Items, Old Business, C(2))

Mr. Jim Murphy: regarding Fire Station #132 proposed relocation (Fire Chief Items, Old Business, C(2)). Also, LIT Split with Town of Brownsburg (Fire Chief Items, New Business, D)

Mr. David Weyant: regarding recent local shooting and EMS support. Also, LIT split with Town of Brownsburg (Fire Chief Items, New Business, D)



Mr. Gracey stated his opposition to a LIT split change and requested a Board consensus to seek an opinion regarding the legality of such a change. Mr. Patterson deferred discussion as it was coming up on the agenda.

VI. APPROVAL OF PREVIOUS MINUTES: Regular Meeting: April 19, 2021

In regard to Section VIII. Executive Board Items, A. Public Comment Time Limit, Mr. Mantlo requested the following correction:

“...based upon ~~agenda content~~ attendee counts...”

In reference to Section XIII. Date and Location of Next Regular Executive Board Meeting, Mr. Mantlo requested revision of the statement to correctly reflect that the decision was (a) not unanimous, (b) no vote was taken, and (c) pertained only to the May meeting.

There were no other questions or concerns. However, since clarification of Section XIII required research, approval of the April 19, 2021 Regular meeting was postponed to the next meeting.

VII. APPROVAL OF EXPENSE REPORT(S): April 2021 Activity: \$67,542.94

Mr. Mantlo asked about Line Item #44 for Bose, McKinney, and Evans, LLC in the amount of \$11,023.47. Specifically, Mr. Mantlo questioned fees for obtaining a public records request from the State of Indiana related to the remonstrance of a proposed re-establishment of the Equipment Replacement Fund rate at \$0.0333/per \$100.00 Assessed Value (AV); also, potential charges for attendance of the April Regular meeting, which Mr. Janak did not attend. Mr. Gracey agreed stating the Attorney’s presence at meetings should be required. Mr. Patterson requested cost for attending Executive Board meetings. Mr. Gracey made a motion to approve the expense reports for April 2021 activity in the amount of \$67,542.94. Mr. Mantlo seconded the motion. There were no further questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud with each member visible to the viewership.

VIII. EXECUTIVE BOARD ITEMS

Old Business

A. Longevity Pay

Chief Alcorn requested an increase of the Longevity Pay percentage from the current 0.75% of Base Pay to 0.85%. He noted that the Town Council’s recently approved 3% pay increase brings the 2021 Pension Base to \$68,590.00. Mr. Mantlo asked if subsequent year’s budgets would also increase. Chief Alcorn stated that increases to the Base Pay would increase the Longevity Pay amount. Mr. Mantlo made a motion to approve the 0.85% 2021 pay as Chief Alcorn described. Mr. Gracey asked Mr. Janak if the Board needed to agree or pass a resolution. Mr. Janak asked if the Board was looking to amend the salary ordinance. Chief Alcorn clarified that the salary ordinance is stated in ranges, which already includes the longevity pay. Mr. Janak asked if the increase would keep within the recently approved ranges. Chief Alcorn stated he would need to re-run the numbers based upon the recent salary increase. Mr. Janak asked if the final numbers fell within the already approved ranges would the Town Council need to be advised. Mr. Mantlo stated he believed they would as the originally proposed 2021 pay increases – which would have fallen within the salary ranges – were not approved. However, he would not want to delay the matter another thirty days. Mr. Gracey stated his



hesitancy put forth a vote without knowing whether the numbers fell within the range, offering a potential special meeting, if needed. Mr. Mantlo withdrew his motion. Mr. Mantlo made a motion to approve the 0.85% longevity pay increase as long as it falls within the currently approved salary ranges. Mr. Patterson seconded the motion. Mr. Gracey reiterated his opinion that the vote should wait until the numbers are provided by Chief Alcorn. Discussion continued regarding moving the request forward so that it could be placed on the next Town Council meeting agenda and that a special meeting could be called before then, if needed. Mr. Gracey requested not moving items forward without full information at the time of vote. Mr. Mantlo stated his belief it was appropriate to vote as the matter had been deferred from the prior meeting. There were no further questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud with each member visible to the viewership.

New Business

A. Future Board Meetings

1. Guidelines (State of Indiana House Enrolled Act No. 1437)
2. Location

State of Indiana House Enrolled Act No. 1437 became effective April 20, 2021 and outlines the new allowances and requirements for meeting via electronic means. Mr. Gracey made a motion that future Board meetings be held at the Town Council room once the Governor's Executive Order declaring the COVID-19 emergency. Mr. Patterson seconded the motion. Mr. Patterson asked why meetings had been held in the Town Council room and Mr. Gracey stated it was to create greater public access with video capabilities. Mr. Mantlo noted the relocation of meeting from BFT headquarters to the Town Council room was decided by Mr. Gracey when he was Chairman. Mr. Mantlo stated his refusal to meet at a site other than a BFT location. Discussion continued regarding live-stream and recording on-site at BFT headquarters. Mr. Gracey suggested approaching the Brown Township council if Mr. Mantlo does not attend meeting held at Town Hall. The motion failed by a vote of 1-2, as follows: Mr. Mantlo=No; Mr. Gracey=Yes; and Mr. Patterson=No; votes were cast aloud with each member visible to the viewership. Mr. Patterson made a motion to meet at the Town Council room for the June meeting. Mr. Gracey seconded the motion. There were no further questions or comments and the motion passed by a majority vote of 2-1, as follows: Mr. Mantlo=No; Mr. Gracey=Yes; and Mr. Patterson=Yes; votes were cast aloud with each member visible to the viewership. After some discussion, Mr. Patterson requested a policy draft based upon State of Indiana House Enrolled Act No. 1437 from Mr. Janak.

IX. FIRE CHIEF ITEMS

Old Business

A. Surplus Property Bid Status

Chief Alcorn stated bids had been posted through Municibid with a May 24, 2021 end date.

B. Construction Updates

1. Fire Station #133 Renovation

Chief Alcorn stated the locker room and shower areas are completed, and the sleeping and gear rooms are in progress.



2. Emergency Signal CR600N/CR1000E

Chief Alcorn stated that this project is complete and now operational.

C. Strategic Coverage and Risk Reduction

1. Timeline

Chief Alcorn stated his intention to have properties selected and appraised by October 1, 2021.

2. Fire Station #132: Proposed Relocation

i. Requested Maps Sent

Chief Alcorn stated the requested maps showing response times had been distributed to the Board members.

ii. Appraisal(s)

3. Fire Station #134: Proposed Additional Station

i. Appraisal(s)

Chief Alcorn stated he is working with the Town of Brownsburg Economic Director and Town Manager in identifying available properties. Two potential sites had been noted during the Saturday, April 17, 2021 Work Session, and Mr. Mantlo requested clarification on which site Chief Alcorn is focusing upon. Chief Alcorn clarified he is considering two areas - a site located at East County Road 400 North/Northfield Drive (referred to as Site #2), and areas further east along East County Road 400 North and east of Northfield Drive (Site #1).

New Business

A. Administration Staffing Changes

Chief Alcorn notified the Board that Tony Smith had been appointed as Deputy Chief of Operations and Jerry Harder had been appointed as Division Chief of Training and Safety.

B. Policy Changes

1. Policy #702-Drug and Alcohol Use and Testing

Chief Alcorn presented the Board with revisions to Policy #702-Drug and Alcohol Use and Testing, primarily, a change from in-house testing to a third-party (Hendricks Regional Health). Code requirements were the driving factor. Mr. Gracey made a motion to approved changes as presented. Mr. Mantlo seconded the motion. There were no further questions or comments and the motion passed unanimously by a vote of 3-0; all votes were cast aloud with each member visible to the viewership.

C. Supplemental LIT Distribution

Chief Alcorn noted that Hendricks County had released the supplemental local income tax (LIT) funds, with the Territory's portion being \$505,106.00 (which reflects the 49/51 split with Town of Brownsburg). Mr. Mantlo stated the Town of Brownsburg received \$1,244,443.00; however, Chief Alcorn stated he believes a portion of the total is sourced from Property Tax Replacement Credit



(PTRC) – meant for economic development. Mr. Mantlo noted he had contacted the Hendricks County Auditor and reference I.C. 6-3.6-6-3(a)2 – he believes it is discretionary. Mr. Mantlo asked how the distribution was handled in 2020 and Chief Alcorn stated the BFT received 49% of the distribution minus the PTRC. Chief Alcorn clarified that the Town of Brownsburg had already received the monies and the Brownsburg Fire Territory portion was already posted.

D. LIT Split with Town of Brownsburg
1. 177 and 377 Projections

Chief Alcorn stated that, by Town of Brownsburg resolution, an annual discussion of the LIT split was initiated by the Town Manager. Mr. Gracey noted that the Town Manager had not been directed by the Town Council to seek an adjusted split percentage. Continuing from earlier comment and after clarification from Mr. Janak, Mr. Gracey made a motion that the Board concurs as a body that they do not wish to see any changes made that would take any LIT money from the Brownsburg Fire Territory. Mr. Mantlo seconded the motion. Members discussed a potential 50/50 split request. There were no further questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud with each member visible to the viewership. Mr. Gracey stated he would convey the Board's decision to the Town Council. Chief Alcorn stated he would notify the Town Manager, as well.

Chief Alcorn stated that the first round of 2022 budget projections for 177 (General/Operating) was negatively impacted by the COVID-19 pandemic in an amount of around \$400,000.00. Mr. Gracey asked if that number reflected the fact that the BFT had received another distribution. Chief Alcorn clarified supplemental LIT does not affect the projections, that the numbers were conservative, and the numbers are not finalized until October 2021.

Finally, Chief Alcorn requested a deadline extension for submitting the annual budget - which is specified in the Interlocal Agreement (09/2002) Article VII, Section 7.1. Budget Recommendation as June 1 of each calendar year – to July 30. The Board agreed and Chief Alcorn stated he would present that request at the next Town Council meeting.

E. Headquarters Appraisal

Chief Alcorn stated he had been approached by Bill Estes Ford (BFT headquarters neighboring property), who is interested in a potential purchase of the HQ/Training Grounds property. He stated he had not made any commitments, but approved their conducting an appraisal (at their own expense and risk). The appraisal is expected to take at least five weeks. Mr. Mantlo stated it would be most ideal if the sale could fund a relocated headquarters and new Station #134. Chief Alcorn noted he had stated any transaction would have to equate to zero taxpayer cost.

X. ATTORNEY ITEMS

A. Equipment Replacement Fund 2022: Remonstrance

Mr. Janak first stated an objection had been filed against the re-establishment of the Equipment Replacement Fund (ERF) at the fully allowable rate of \$0.0333 per \$100.00 Assessed Value (AV). Some items stated in the objection had been presented in the past; however, a new item concerns a potential Open Door Law violation and the President of the Brown Township Board has already



responded to the Counselor. Second, he clarified that, although the documents state they're in response to a public records request, they were not – their production resulting from a separate conversation. Finally, he noted that a hearing had not yet been scheduled. Mr. Mantlo noted the 2020 hearing was scheduled around July 1. Mr. Gracey asked Chief Alcorn what it cost to fight the 2020 remonstrance. Chief Alcorn stated it was around \$6,000.00; he noted this amount is affected by attorney rates.

XI. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS

Mr. Mantlo asked if Chief Alcorn was aware that the Circuit Breakers had been published on the Department of Local Government Finance's (DLGF) website. Chief Alcorn stated he was not aware and would review that information.

Mr. Patterson thanked Division Chief of EMS Zach Bowers for his work regarding the Safe Haven Baby Box.

Mr. Gracey stated he would like to revisit restricting allowable uses of the Equipment Replacement Fund.

XII. COMMENTS FROM THE FLOOR

Mr. David Weyant: regarding LIT split with Town of Brownsburg

Mr. Jim Murphy: regarding LIT split with Town of Brownsburg, use of Equipment Replacement Fund monies, Fire Station #132 proposed relocation

Ms. Cindy Hohman: regarding packet accessibility

XIII. DATE AND LOCATION OF NEXT REGULAR EXECUTIVE BOARD MEETING

Date and Time: Monday, June 21, 2021
6:00 p.m.

Location: Town of Brownsburg Council Room
61 North Green Street • Brownsburg, Indiana 46112

XIV. ADJOURNMENT

Mr. Gracey made a motion to adjourn. Mr. Mantlo seconded the motion which passed unanimously by a vote of 3-0; votes were cast with each member visible to the viewership, and the meeting adjourned at 7:43 p.m.

These minutes are meant to be a summary of actions taken at the Brownsburg Fire Territory Executive Board meetings. Video/Audio is recorded and available at <http://brownsburgin.swagit.com/live/> Tab "Boards and Commission" under "Fire Territory"

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



Brownsburg Fire Territory

Vigilantly Serving Our Community

SIGNATURES
REDACTED
[Handwritten Signature]
CHAIRMAN: Steve Patterson, Lincoln Township Trustee

11-15-21
Date

SIGNATURES
REDACTED
[Handwritten Signature]
Nathan Mantlo, Brown Township Trustee

11/15/21
Date

SIGNATURES
REDACTED
[Handwritten Signature]
Jeff Gracey, Town of Brownsburg Representative

11-21-2021
Date

Attest: SIGNATURES
REDACTED
[Handwritten Signature]
Tina Betuker, Recording Secretary

11-15-2021
Date