



EXECUTIVE BOARD Regular Meeting

Hybrid:

Virtual: via Zoom

In-Person: Brownsburg Town Hall, Council Room • 61 N. Green Street, Brownsburg, IN 46112

MEETING MINUTES Monday, June 21, 2021 6:00 P.M.

Attendees

Nathan Mantlo, Brownsburg Township Trustee: appeared via Zoom session
Steve Patterson, Lincoln Township Trustee (Chairman): appeared in-person
Jeff Gracey, Town of Brownsburg Representative: appeared via Zoom session
Christopher Janak, Attorney
Larry C. Alcorn, Fire Chief } appeared in person
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. David Weyant: regarding support against the proposed LIT split. Also, thanked personnel for their service.

VI. APPROVAL OF PREVIOUS MINUTES:

- Regular Meeting: April 19, 2021 with clarifications requested during May 17, 2021 Regular meeting
- Regular Meeting: May 17, 2021

Mr. Gracey made a motion to approve the minutes for the Monday, April 19, 2021 Regular meeting with clarifications requested during the May 17, 2021 Regular meeting. Mr. Mantlo seconded the motion. There were no additional questions or comments and the motion passed unanimously by a vote of 3-0, as



follows: Mr. Mantlo=Yes, with vote cast aloud; Mr. Gracey=Yes, with vote cast aloud; and Mr. Patterson=Yes.

Mr. Gracey made a motion to approve the minutes for the Monday, May 17, 2021 Regular meeting. Mr. Mantlo seconded the motion. There were no additional questions or comments and the motion passed unanimously by a vote of 3-0, as follows: Mr. Mantlo=Yes, with vote cast aloud; Mr. Gracey=Yes, with vote cast aloud; and Mr. Patterson=Yes.

VII. APPROVAL OF EXPENSE REPORT(S): May 2021 Activity: \$104,423.82

Mr. Mantlo asked about Line Item #18 for Kronos in the amount of \$7,869.52. Chief Alcorn stated this is for the annual cloud hosting of the “Telestaff” staffing software. Mr. Mantlo asked about Line Item #27 for American Council on Exercise (ACE) in the amount of \$198.00, specifically is if this for on-site personal or group trainers. Chief Alcorn clarified this is for the annual renewals of several firefighters who are certified as “Peer Fitness Trainers.” Mr. Mantlo asked about Line Item #31 for The Accumed Group in the amount of \$3,945.46, specifically whether the charge is a monthly or annual cost. Chief Alcorn stated the cost is monthly and represents 7% of the amount collected. Mr. Mantlo asked about Line Items #95 for Indianapolis Airport Parking in the amount of \$36.00, #96 for Red Fish Blue Fish in the amount of \$36.38, #97 for Water Pig in the amount of \$16.02, #98 for Shaggy’s in the amount of \$22.26, #99 for Water Pig in the amount of \$21.45, and #100 for Flounders Chowder House in the amount of \$42.15, respectively. Chief Alcorn stated a Lieutenant attended “Company Officer Boot Camp (COBC) 2021” in Pensacola, Florida. Mr. Mantlo asked about Line Item #113 for Baker Tilly Municipal Advisors, LLC in the amount of \$779.00. Chief Alcorn stated he requested updated projections for 2022 as part of his budget preparation. Mr. Mantlo asked if any part of the cost was related to the Strategic Planning and Risk Reduction presentation and/or the re-establishment of the Equipment Replacement Fund (ERF). Chief Alcorn stated he believed the cost was solely for the budget projections which include the ERF projected revenue, and that he would verify whether or not the invoicing reflected any work related to the re-establishment process. Mr. Mantlo made a motion to approve the expense reports for May 2021 activity in the amount of \$104,423.82. Mr. Gracey seconded the motion. There were no further questions or comments and the motion passed unanimously by a vote of 3-0, as follows: Mr. Mantlo=Yes, with vote cast aloud; Mr. Gracey=Yes, with vote cast aloud; and Mr. Patterson=Yes.

VIII. EXECUTIVE BOARD ITEMS

Old Business

A. Attorney Fees

At the Monday, May 17, 2021 Regular meeting, the Board requested clarification Expense Detail Report Line Item #44 for Bose, McKinney, and Evans, LLC in the amount of \$11,023.47. A copy of the two invoices related to the amount were provided in the packet. There were no further questions or comments on this issue.

B. Longevity Pay

At the Monday, May 17, 2021 Regular meeting, the Board requested that Chief Alcorn run calculations to determine whether a proposed increase would exceed currently approved salary ranges; otherwise, the ranges should be submitted to the Town Council. The ranges were subsequently submitted. Chief Alcorn provided an update that the information is still under review by the Town Council.



New Business

A. Restated Interlocal Agreement: Article VII

In response to Mr. Mantlo's request for all correspondence between Chief Alcorn and the attorney (Bose, McKinney, and Evans, LLC) regarding the proposed relocation of Station 132 and potential establishment of Station 134, Mr. Mantlo questioned an included timeline. In addition, and specifically referencing Section 7.6. Incurrence of Debt., Mr. Mantlo stated his understanding to be that the Board's unanimous approval would be required, and asked Chief Alcorn and Attorney Chris Janak whether the process would follow as stated. Chief Alcorn clarified that the timeline was an example, not active, and – based on where the conversation about the projects currently stand - too aggressive. He also stated that the Interlocal would be followed. However, Mr. Janak noted the Interlocal's language of "*A recommendation to incur debt...may be forwarded to the Executive Board...*" and that, according to the statute, the Executive Board does not have a say in this particular circumstance; any executive/legislative body of the Participating Units may put forth requests to incur debt to the other Participating Units' executive/legislative bodies for consideration and action. In addition, the Interlocal does not preclude the executive/legislative bodies from not including the Board as the language specifies it *may* take a certain action, not it *shall* take a certain action. Mr. Mantlo asked if it is wise to take the issue to the Executive Board for approval. Mr. Janak stated it would be a business decision to be made by the executive/legislative bodies. It was also his understanding that some past debt had been incurred without the Board's direct involvement.

IX. FIRE CHIEF ITEMS

Old Business

A. Surplus Property Bid Status

Chief Alcorn stated bids posted through Municibid recovered over \$10,000.00 – the most successful recovery to date, with only a few items unsold. In regards to the EMS coats and pants, no department queried expressed interest, and options are still being explored.

B. LIT Split with Town of Brownsburg

Chief Alcorn stated that the LIT split was considered at the most recent Town Council meeting and is still under consideration. The Town Council had requested that both Town management and the BFT outline their needs for the contended funding. Chief Alcorn did provide Mr. Gracey with the BFT's information and the discussion is on-going. He noted he would present the proposed 2022 budget to the Board at their July meeting, and would be basing his numbers on no change in the split as he did not expect to have an answer by then.

C. Headquarters Appraisal

Chief Alcorn stated he expected further correspondence later in the week/early next week from Bill Estes related to their appraiser's recommendation. He will forward that correspondence to the Board once he receives it.



D. Construction Updates

1. Fire Station #133 Renovation

Chief Alcorn stated the final inspection is scheduled for the coming Wednesday and, although he expects a potential “punch list” of small items, the project is expected to be completed on time.

E. Strategic Coverage and Risk Reduction

1. Fire Station #132: Proposed Relocation

i. Appraisal(s)

Chief Alcorn stated he is awaiting permission from the developer to access the site for an appraisal.

2. Fire Station #134: Proposed Additional Station

i. Appraisal(s)

Chief Alcorn stated he continues working with the Town of Brownsburg Economic Director and Town Manager in identifying available properties.

New Business

A. Monthly Staff Reports: May 2021 Activity

There were no questions or comments related to this report.

X. ATTORNEY ITEMS

A. Equipment Replacement Fund 2022: Remonstrance

1. Mr. Janak stated he contacted the DLGF who anticipates the hearing will be scheduled within the next 7-10 days.

2. In response to the complaint filed with the Public Access Counselor against the Brown Township Advisory Board for failing to post notice of the joint meeting. The Public Access Counselor responded that although they did not have jurisdiction, their opinion that adequate public notice was given.

3. In reference to the language noted under Section 7.6. of the Interlocal Agreement, Mr. Janak noted that the Participating Units could review and determine how they'd like to manage any incurrence of debt, as well as any change to the existing language – that, indeed, any changes to the Interlocal language could be reviewed and/or revised.

4. Mr. Janak requested clarification from the Board regarding the construction of an electronic meeting policy. Without a policy, all meetings would need to occur in person once the Governor's Executive Order declaring an emergency is lifted. Of note, even with a policy, in-person attendance would be required if attempting to take final action to adopt a budget – which is a consideration for the next Regular meeting in July. Mr. Gracey stated he does not believe a policy is necessary. Mr. Mantlo stated his support of creating a policy so that the members might take advantage of the option, if



needed. Mr. Patterson stated he encourages in-person attendance; however, he also felt having the option would be useful. He also noted that if a “hybrid” meeting (both electronic and in-person) were to be scheduled, the Town Council room would not be the ideal location, due to the excessive feedback and echo, and an alternative site would need to be identified. Mr. Mantlo made a motion to adopt a policy for electronic meeting participation in line with the State of Indiana’s guidelines and that in-person attendance is encouraged. Mr. Patterson seconded the motion. Mr. Gracey re-stated the benefits of the Town Council room’s available technology when meetings are held fully in-person, that under any emergency by Executive Order would supersede the Board’s decision, and that attendance should be in-person by default. After some additional discussion, it was agreed that Mr. Janak would provide a policy draft for the Board to consider. The motion passed by majority 2-1, as follows: Mr. Mantlo=Yes, with vote cast aloud; Mr. Gracey=No, with vote cast aloud; and Mr. Patterson=Yes.

XI. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS

Mr. Gracey reaffirmed he would continue to support no changes to the LIT split during Town Council discussions.

XII. COMMENTS FROM THE FLOOR

Mr. David Weyant: statement against any changes to the Restated Interlocal Agreement. Also, statement that policy regarding electronic meeting participation would be redundant.

XIII. DATE AND LOCATION OF NEXT REGULAR EXECUTIVE BOARD MEETING

Date and Time: Monday, July 19, 2021
6:00 p.m.

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

Mr. Mantlo stated he would meet at Fire Territory.

XIV. ADJOURNMENT

Mr. Gracey made a motion to adjourn. Mr. Mantlo seconded the motion and the meeting adjourned at 6: 48 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
CHAIRMAN: Steve Patterson, Lincoln Township Trustee

11-15-21
Date

SIGNATURES REDACTED
Nathan Mantlo, Brown Township Trustee

11/15/21
Date

SIGNATURES REDACTED
Jeff Gracey, Town of Brownsburg Representative

8/20/21
Date

SIGNATURES REDACTED
Attest:
Tina Betaker, Recording Secretary

11-15-2021
Date