



EXECUTIVE BOARD Regular Meeting

Via Zoom Only

MEETING MINUTES
Monday, September 20, 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
Travis Tschaenn, 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

None.

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

Mr. Tschaenn made a motion to approve the minutes for the Monday, July 19, 2021 Regular meeting. Mr. Mantlo seconded the motion. There were no 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.



VII. APPROVAL OF EXPENSE REPORT(S):	July 2021 Activity:	\$119,284.41
	August 2021 Activity:	\$74,818.72

Mr. Mantlo made a motion to approve the expense reports for July 2021 activity in the amount of \$119,284.41 and August 2021 activity in the amount of \$74,818.72. Mr. Tschaenn seconded the motion. Referencing the July 2021 Activity report, Mr. Mantlo asked about Line Items #50 and #51 for Airgas USA, LLC in the respective amounts of \$27.00 and \$391.38; specifically, he has asked Chief Alcorn to explore potential cost savings in the purchase – rather than the rental – of the acetylene and oxygen tanks. 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 stated there had been no further action by the Town of Brownsburg (Provider Unit) Council regarding the proposed percentage increase; however, he noted the amounts had been included in the submitted 2022 BFT budget. Mr. Tschaenn stated he was not aware of any issue at the Brownsburg Town Council (the “Council”) level. Mr. Patterson requested that this agenda item be deferred until there new information for the Board.

New Business

A. Uniform Conflict of Interest (UCOI) Statement: Adam Trickle

The Board members acknowledged the UCOI for Adam Trickle. Ms. Betuker will forward a copy to the Clerk-Treasurer.

IX. FIRE CHIEF ITEMS

Old Business

A. LIT Split Distributions 2022

Chief Alcorn stated he has not had any further communication from the Council regarding this matter. Mr. Tschaenn noted that the Assessed Value (AV) projections show an 11% increase, and that the Council will have additional questions for Co-Interim Town Managers Al Geans and Debbie Cook.

B. Headquarters Relocation

Chief Alcorn notified the Board he had proposed the approved 30-day extension which was accepted and had now passed. Bill Estes Automotive is still considering their options but, for now, there is no additional information regarding the BFT’s role in the matter. The proposed amount reflects only about half of what would be needed for the BFT to successfully relocate. In addition, the current chip shortage is affecting their inventory and plays a direct role in their expansion needs.



C. Construction Updates

1. Fire Station #133: Renovation

Regarding the roof/venting issue discovered at Fire Station #133, Chief Alcorn stated the contractor provided an alternative action whereby the three existing vents are converted to powered units (rather than adding eleven static vents). Deputy Chief of Administration Todd Miller is awaiting a quote on the proposed alternative.

D. Strategic Coverage and Risk Reduction

1. Fire Station #132: Proposed Relocation

Chief Alcorn stated he had received letters of approval from Connection Pointe Church to have an appraisal conducted on the potential site.

2. Fire Station #134: Proposed Additional Station

Chief Alcorn stated he continues to work with Town of Brownsburg personnel to identify potential sites. In addition, staffing Station #134 would require additional funding.

E. Bid Item Revision: Hurst Spreader

Chief Alcorn notified the Board that one item reported under the bid process during the Monday, June 21, 2021 Regular meeting had fallen through. The item – a “Hurst Spreader” – is broken and had bid out only \$25.00. With the transaction having failed, Chief Alcorn requested permission from the Board to dispose of the item via trash. Mr. Tschaenn made a motion to allow the BFT to dispose of the item via trash. 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.

F. 2022 Budget Revision

Chief Alcorn notified the Board that he had been contacted by the Town of Brownsburg of a change to the 2022 costs for Health Insurance. The original projection had been determined by calculating all employees at the “Family” rate; however, the projection was revised by calculating only those under a “Family” plan at that rate. This resulted in a deduction of \$94,425.00 and changing the already approved General/Operating Budget line 252.207.131-Health Insurance from \$2,120,702.00 to \$2,026,277.00. Mr. Mantlo noted a past issue whereby the provider was changed mid-budget year, resulting in an unplanned cost increase. Chief Alcorn stated he was not made aware of any intended changes to the provider. Mr. Mantlo made a motion to approve the budget revision. Mr. Patterson 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.

New Business

A. Monthly Staff Reports: June 2021 Activity

Referencing the “Runs” reports which present the number of runs attributed to each responding fire station, Mr. Mantlo questioned: if Engine 132 was physically located at Station #131 and dispatched, which Station receives the count – Station #131 or #Station 132? Chief Alcorn stated that, currently, runs are attributed to the district from which they’re dispatched (always pulling from the station nearest to the incident. In this case, Station #131 would receive the count). Mr. Mantlo asked to



which station the new ambulance would be assigned. Chief Alcorn stated it would be primarily house out of Station #132. There were no further questions or comments.

B. Wayne Township F.D. Training Grounds Usage

Chief Alcorn had sent an email to the Board members requesting permission for Wayne Township F.D. to utilize the training grounds. He received a majority agreement from the then Town of Brownsburg board member Jeff Gracey as well as Mr. Patterson; Mr. Mantlo did not agree. The item was placed on the next board meeting's agenda (this current meeting), for acknowledgement. Mr. Tschaenn asked what the cost is for using the site. Chief Alcorn stated it's minimal as users bring their own supplies; no gas or electricity is run to the training grounds. The exception being damage coverage. Chief Alcorn stated the fee is meant to cover depreciation. Mr. Mantlo noted that some items on the grounds are taxpayer funded, and asked about the water costs. Chief Alcorn stated there are no meters on the hydrants. There was some discussion regarding if and how much is paid. Mr. Mantlo stated the monies should be recovered and requested that a fee schedule be provided for consideration. Chief Alcorn stated he would have the outdated schedule reviewed and present it to the Board. As one of the consenting members is no longer on the board (and the August meeting was canceled), Mr. Janak was consulted regarding the ratification procedure, in particular, whether or not it was appropriate for Mr. Tschaenn to vote. Mr. Janak noted that since the action had already taken place, the vote wouldn't really have an effect, and Mr. Tschaenn could vote on whether or not he agrees to the site being used. Mr. Tschaenn also noted that the price had already been stated, there was really no going back to change it. Mr. Patterson made a motion to ratify the July decision, allowing Wayne Township F.D. to utilize the training grounds site. Mr. Tschaenn seconded the motion. Mr. Mantlo encouraged everyone to be cognizant of avoiding such a scenario in the future, as it could be considered a violation of Open Door laws. There were no further questions or comments and the motion by majority 2-1, as follows: Mr. Mantlo=No, Mr. Patterson=Yes, and Mr. Tschaenn=Yes; votes were cast aloud with each member visible to the viewership.

Note: some originally planned usage dates were canceled, so the site was utilized and invoiced for only August 9-10, 2021 at \$250.00/day. This money has been receipted and deposited against the General/Operating fund 252.600-Misc. Receipts/Cost Reduction.

C. Policies

1. General Order 2021-03: Safe Haven Baby Box
2. General Order 2021-314: Workers Compensation
3. General Order 2021-604: Paternity Leave
4. General Order 2021-01: Disciplinary Process (712)
5. Policy #515: Self Contained Breathing Apparatus

Mr. Tschaenn made a motion to approve all General Orders/Policy as presented. Mr. Mantlo seconded the motion. Mr. Mantlo asked which changes were being requested under General Order #2021-01: Disciplinary Process (712). Chief Alcorn stated only the highlighted portion is being requested – from “Assistant Chief” to “Deputy Chief of Administration.” 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.



X. ATTORNEY ITEMS

A. Equipment Replacement Fund 2022: Remonstrance

Mr. Janak stated he is still awaiting an update from the Department of Local Government Finance (DLGF).

XI. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS

Mr. Patterson acknowledged the kind “Thank You” messages submitted to the BFT. Chief Alcorn announced that the BFT is planning a virtual event for Fire Prevention Week (October 3rd-9th). This would be in lieu of an in-person Safety Day event, due to COVID pandemic considerations. Everyone commented positively about the 9/11 20th Anniversary video presentation. With this being Mr. Tschaenn’s first meeting as a Board member, the other members welcomed him and everyone looked forward to working together.

XII. COMMENTS FROM THE FLOOR

Ms. Cindy Hohman asked what percentage of the BFT staff is vaccinated against COVID. Chief Alcorn stated 69 vaccinated/17 not vaccinated – roughly 75%.

XIII. DATE AND LOCATION OF NEXT REGULAR EXECUTIVE BOARD MEETING

Mr. Patterson made a recommendation that the next meeting being held in person. Mr. Tschaenn noted he would be out of town. Mr. Mantlo stated he would attend in-person if the meeting could be successfully held/technology issues resolved. Chief Alcorn was instructed to investigate options and notify the members of the site’s capabilities.

Date and Time: Monday, October 18, 2021
6:00 p.m.

Location: BFT Headquarters
470 East Northfield Drive • Brownsburg, IN 46112
Including a Zoom session (T. Tschaenn attendance)

XIV. ADJOURNMENT

Mr. Tschaenn made a motion to adjourn. Mr. Mantlo seconded the motion and the meeting adjourned at 6:37 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

Date

11-15-21

SIGNATURES
REDACTED

Nathan Mantlo, Brown Township Trustee

Date

11/15/21

SIGNATURES
REDACTED

Travis Tschaenn, Town of Brownsburg Representative

Date

11/15/21

SIGNATURES
REDACTED

Attest:

Tina Betuker, Recording Secretary

Date

11-15-2021