



# Brownsburg Fire Territory

*Vigilantly Serving Our Community*

Brownsburg Fire Territory  
**SAFETY BOARD MEETING**  
Headquarters  
470 E. Northfield Drive • Brownsburg, IN 46112  
Classroom B

## **AGENDA**

Monday, April 3, 2023  
1:30 P.M.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. MOMENT OF SILENCE
- IV. ROLLCALL TO DETERMINE QUORUM BY PRESIDING OFFICER
- V. APPROVAL OF PREVIOUS MINUTES FROM MEETING: Thursday, February 16, 2023
- VI. SAFETY BOARD ITEMS

### Old Business

- A. Annual Employee Evaluations
- B. New Hiring List Update

### New Business

- A. Approval of Lateral Hiring List
- B. New Hire
- C. Lieutenant Promotion

- VII. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS
- VIII. ADJOURNMENT



# Brownsburg Fire Territory

*Vigilantly Serving Our Community*

## Brownsburg Fire Territory SAFETY BOARD MEETING

Headquarters  
470 East Northfield Drive • Brownsburg, IN 46112  
Classroom B

### MEETING MINUTES

Thursday, February 16, 2023  
2:00 P.M.

#### Attendees

David Tinkey, Brown Township Representative  
Don Spencer, Lincoln Township Representative, Chairman  
Tom Drake, Town of Brownsburg Representative  
Tricia Leminger, Attorney  
Larry C. Alcorn, Fire Chief  
Tina Betuker, Recording Secretary

#### **I. CALL TO ORDER**

As the Lincoln Township representative was the most recently appointed Chairman, Mr. Spencer for the Brownsburg Fire Territory (BFT) Safety Board ("Board"), called the meeting to order at 2:00 p.m.

#### **II. PLEDGE OF ALLEGIANCE**

Everyone in attendance recited the Pledge of Allegiance.

#### **III. MOMENT OF SILENCE**

A moment of silence was observed.

#### **IV. ROLL CALL TO DETERMINE QUORUM BY PRESIDING OFFICER**

Roll call was taken and it was determined that quorum was met.

#### **V. CHAIRMAN APPOINTMENT**

Mr. Tinkey made a motion to appoint Mr. Spencer Chairman for 2023. Mr. Drake seconded the motion. There were no questions or comments and the motion passed unanimously by a vote of 3-0.

#### **VI. VICE-CHAIRMAN APPOINTMENT**

Mr. Spencer made a motion to appoint Mr. Tinkey as Vice-Chairman for 2023. Mr. Drake seconded the motion. There were no questions or comments and the motion passed unanimously by a vote of 3-0.



## VII. APPROVAL OF PREVIOUS MINUTES – October 11, 2022

Mr. Drake made a motion to approve the October 11, 2022 meeting minutes as presented. Attorney Leminger noted that the Brown and Lincoln Township Board members may vote on Mr. Drake's approval of the minutes noting that were not appointed to the Board at that time. Mr. Spencer seconded the motion. There were no further questions or comments and the motion passed unanimously by a vote of 3-0.

## VIII. SAFETY BOARD ITEMS

### Old Business

A. None.

### New Business

A. Annual Employee Evaluations

Chief Alcorn notified the Board that the 2022 Employee Appraisals were in the process of being completed. The Board may review the appraisals at their next meeting (as employment files, they are not considered public records). Mr. Spencer asked if the Board was required to take any action. Chief Alcorn clarified approval is not needed and the appraisals are made available for informational purposes only.

B. Active Hiring List: Closure

Chief Alcorn notified the Board that the current hiring list compiled in 2021 had been exhausted; therefore, he requested formal closure of the list by the Board. Mr. Tinkey made a motion to approve closure of the current hiring list. Mr. Drake seconded the motion. There were no questions or comments and the motion passed unanimously by a vote of 3-0.

C. Civilian Paramedic-to-Firefighter Process

Chief Alcorn notified the Board there are four open Firefighter positions. He requested approval to extend conditional offers for the Firefighter position to two current Civilian Paramedics – Ryan Adams and Brian Stadter. Mr. Drake asked if they would need to pass the requirements established by PERF for enrollment. Chief Alcorn confirmed they would and that employment is conditional on doing so. Mr. Drake made a motion to approve extension of the conditional offer to the two named Civilian Paramedics. Mr. Tinkey seconded the motion. There were no further questions or comments and the motion passed unanimously by a vote of 3-0.

D. Initiate New Lateral Firefighter Process

Chief Alcorn requested the Board's approval to initiate a new Lateral Firefighter hiring process. He stated applicants are required to have three (3) years' experience as a full-time Firefighter, three (3) years' enrollment in PERF, and to pass BFT Firefighter Academy. Mr. Tinkey asked what Chief Alcorn meant by "PERF." Chief Alcorn clarified that PERF stands for Public Employment Retirement Fund (pension).



# Brownsburg Fire Territory

*Vigilantly Serving Our Community*

Mr. Tinkey asked if those requirements are set regionally, state-wide, or nationally. Chief Alcorn stated that PERF would only accept Indiana Firefighters, so state-wide. Mr. Tinkey made a motion to initiate a new lateral transfer process. Mr. Spencer seconded the motion. There were no further questions or comments and the motion passed unanimously by a vote of 3-0.

## E. Initiate New Hiring List

Chief Alcorn stated he would like to review and revise the BFT's current hiring requirements. Mr. Drake asked if other county departments are seeking to participate in a hiring process. Chief Alcorn stated he has not received interest from other departments. Mr. Spencer asked if the remaining two open positions would be filled from the lateral process. Chief Alcorn confirmed that is his intention. Mr. Tinkey asked if Chief Alcorn had received any interest from lateral transfers. Chief Alcorn stated he had not; however, the process had not yet been advertised. He did note that the most recent processed garnered nearly twelve (12) applicants. Regarding the revised hiring process, Mr. Spencer asked when the Board should expect to see information regarding the process. Chief Alcorn stated within 30 days (after the close of the lateral process).

## IX. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS

Chief Alcorn introduced Ms. Tricia Leminger as attorney for the Board. Ms. Leminger notified the Board of Indiana House Bill #1016 which is expected to pass – taking a Safety Board system to a Merit Board system. The full bill process should be completed within 30-60 days. This will impact the BFT and require amendments to the current Re-stated Interlocal Cooperation Agreement 2002, by which all Participating Units will need to vote. In addition, Ms. Leminger stated she provides a 30-minute annual training for all Board members related to practices, rules, and regulations. She stated she would email potential dates for scheduling. Mr. Drake asked if the training would be public and Ms. Leminger confirmed it would and a notice would be posted, as required.

Mr. Tinkey asked if the Board was in any violation having notified the members of the meeting via email as opposed to the U.S. Postal Service, as stated in the Interlocal Agreement. Ms. Leminger stated there was no violation noting the age of the agreement and items which might be considered while other amendments are under discussion.

## X. ADJOURNMENT

Mr. Drake made a motion to adjourn. Mr. Tinkey seconded the motion. The meeting was adjourned at 2:16 p.m.

\_\_\_\_\_  
*Mr. David Tinkey, Brown Township Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Mr. Don Spencer, Lincoln Township Representative, Chairman*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Mr. Tom Drake, Town of Brownsburg Representative*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*ATTEST: Tina Betuker, Recording Secretary*

\_\_\_\_\_  
*Date*