



## EXECUTIVE BOARD REGULAR MEETING

### AGENDA

Tuesday, April 11, 2023  
6:00 P.M.

Brownsburg Fire Territory Headquarters  
470 East Northfield Drive  
Brownsburg, Indiana 46112  
Classroom B

- 
- I. CALL TO ORDER
  - II. PLEDGE OF ALLEGIANCE
  - III. MOMENT OF SILENCE
  - IV. ROLLCALL TO DETERMINE QUORUM BY PRESIDING OFFICER
  - V. CITIZENS COMMENTS RELATED TO AGENDA ITEMS
  - VI. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S):  
Regular Meeting: Tuesday, March 14, 2023 (page)
  - VII. APPROVAL OF EXPENSE REPORT(S):
    - o March 2023 Activity: \$ (page)
  - VIII. EXECUTIVE BOARD ITEMS
    - Old Business
      - A. None.
    - New Business
      - A. None.



# Brownsburg Fire Territory

*Vigilantly Serving Our Community*

## IX. FIRE CHIEF ITEMS

Old Business

A. None.

New Business

A. Monthly Staff Reports

1. March 2023 Activity (page )

B. Assets: Request for Bid/Disposal/Transfer (page )

C. Job Description #13005: EMT-Basic (page )

D. Station #131 Renovation (page )

## X. ATTORNEY ITEMS

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

## XII. COMMENTS FROM FLOOR

## XIII. DATE, TIME AND LOCATION OF NEXT REGULAR EXECUTIVE BOARD MEETING

Date and Time: Tuesday, May 16, 2023

Location: Brownsburg Fire Territory Headquarters  
470 East Northfield Drive • Brownsburg, IN 46112  
Classroom B

## XIV. ADJOURNMENT

*Meeting minutes are a summary of actions taken at the Brownsburg Fire Territory meetings.*

*The BFT acknowledges its responsibility to comply with the Americans with Disabilities Act of 1990. In order to assist individuals with disabilities who require special services (i.e., sign interpretive services, alternative audio/video devices, and amanuenses) for participation in or access to Town sponsored public programs, services, and/or meetings, the BFT requests that individuals make requests for these services two business days ahead of the scheduled program, service, and/or meeting. To make arrangements, contact us at 317-852-1190 or Admin@BrownsburgFire.org.*



# EXECUTIVE BOARD ACTION

## VI. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

### *Summary*

Regular Meeting, Tuesday, March 14, 2023

### *Attachments*

- PRIOR MEETING MINUTES\_2023-03-14 regular on letterhead\_DRAFT

### *Actions*

- 04/11/23: Board consideration, questions, and vote on approval



## **EXECUTIVE BOARD Regular Meeting**

Brownsburg Fire Territory Headquarters  
470 East Northfield Drive  
Brownsburg, Indiana 46112  
Classroom B

### **MEETING MINUTES**

Tuesday, March 14, 2023  
6:00 P.M.

#### **Attendees**

Travis Tschaenn, Town of Brownsburg Representative (Chairman)  
Angela Delp, Brown Township Trustee  
Steve Patterson, Lincoln Township Trustee  
Tricia Leminger, Attorney  
Larry C. Alcorn, Fire Chief  
Tina Betuker, Recording Secretary

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

Mr. Tschaenn called the Brownsburg Fire Territory (BFT) Executive Board (the "Board") meeting to order at 6:08 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. ROLLCALL TO DETERMINE QUORUM BY PRESIDING OFFICER**

Rollcall 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 FROM PREVIOUS MEETING(S):

Regular Meeting: Tuesday, February 21, 2023

Ms. Delp stated that the "Attendees" section incorrectly identified her as Chairman and made a motion to approve the meeting minutes dated Tuesday, February 21, 2023 with the amendment noting Mr. Tschaenn as Chairman. 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.

## VII. APPROVAL OF EXPENSE REPORT(S):

February 2023 Activity: \$129,036.68

Mr. Patterson made a motion to approve the expense reports for February 2023 activity in the amount of \$129,036.68. Ms. Delp seconded the motion. There were no questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud.

## VIII. EXECUTIVE BOARD ITEMS

### Old Business

A. None.

### New Business

A. None.

## IX. FIRE CHIEF ITEMS

### Old Business

A. None.

### New Business

- A. Monthly Staff Reports
  - 1. February 2023 Activity

Chief Alcorn presented the monthly staff reports for February 2023 activity. There were no questions or comments.



## B. Assets: Request for Bid/Disposal/Transfer

	ITEM	SERIAL NUMBER	VALUE	NOTES	REQUEST
I	2006 Boss Snowplow	STB09604	\$0	No increase to the proposed starting bid of \$9,500.00	Add to 2008 Chevy Silverado K2500HD Municbid Listing
<END OF REPORT>					

Chief Alcorn requested permission to add Item #1 “2006 Boss Snowplow” to the previously approved “2008 Chevy Silverado K2500HD” for listing on Municbid; this would not affect the starting price of \$9,500.00. Mr. Tschaenn asked if a replacement snowplow is being purchased. Chief Alcorn confirmed an order was placed for a used plow. Ms. Delp made a motion to manage the items listed as requested. 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.

## X. ATTORNEY ITEMS

Ms. Leminger provided a high-level training of the Board members related to meeting practices and requirements.

Ms. Leminger updated the Board regarding House Bill #1016 “Police and Fire Merit Systems,” specifically that a determination is expected mid-April 2023.

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

Chief Alcorn introduced new Justin Butts as the new Health and Safety Officer.

Ms. Delp asked Mr. Tschaenn about the Town of Brownsburg Town Council decisions to (a) decline transfer of Local Income Tax (LIT) monies in the amount of approximately three million dollars to the BFT in 2024, and (b) a determination to seek the fully allowable percentage on a levy. Mr. Tschaenn stated both decisions were based upon area growth. Ms. Delp stated her curiosity of additional fire protection district Participating Units. Chief Alcorn stated any interested area would need to share a geographic border with the current Territory. Ms. Leminger noted doing so could potentially impact any levies. Mr. Tschaenn restated his commitment to a fourth fire station to ensure coverage and risk reduction.

## XII. COMMENTS FROM THE FLOOR

Mr. Jim Murphy, 10726 North State Road 267 regarding LIT split and proposed tax increase.



### XIII. DATE AND LOCATION OF NEXT REGULAR EXECUTIVE BOARD MEETING

The Board members agreed to reschedule the next meeting, as follows:

**Date and Time:** ~~Tuesday, April 18, 2023~~  
~~6:00 p.m.~~  
Tuesday, April 11, 2023  
6:00 p.m.

**Location:** Brownsburg Fire Territory Headquarters  
Classroom A/B  
470 East Northfield Drive • Brownsburg, Indiana 46112

### XIV. ADJOURNMENT

Mr. Patterson made a motion to adjourn. The meeting adjourned at 6:30 p.m.

*Meeting minutes are a summary of actions taken at the Brownsburg Fire Territory Executive Board meeting.*

*Please visit [www.Brownsburg.org](http://www.Brownsburg.org), select "Live and Archived Meetings" from the Government menu, scroll for the desired "Fire Territory Executive Board meeting."*

*Questions may be directed to Fire Chief Larry C. Alcorn at [lalcorn@BrownsburgFire.org](mailto:lalcorn@BrownsburgFire.org) or via mail to 470 East Northfield Drive, Brownsburg, IN 46112*

\_\_\_\_\_  
Angela Delp, Brown Township Trustee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Steve Patterson, Lincoln Township Trustee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Travis Tschaenn, Town of Brownsburg Representative (Chairman)

\_\_\_\_\_  
Date

Attest: \_\_\_\_\_  
Tina Betuker, Recording Secretary

\_\_\_\_\_  
Date



# EXECUTIVE BOARD ACTION

## IX./New/A. MONTHLY STAFF REPORTS

### *Summary*

Department Chief's reporting.  
Incident and Run counts.

### *Attachments*

- Incidents, Runs, and Staff Report: 03/2023 Activity

### *Actions*

- 04/11/23: Board review and questions





# Brownsburg Fire Territory

## Senior Staff Monthly Report

### MARCH 2023 Activity

#### VGT Run Activity

Fire/Technical: 128

EMS: 230

Total: 358

#### Division Chief of EMS, Zach Bowers

**Meetings:** Hendricks County Peer Support Team; Indiana EMS Commission; HC EMS and Operations Chief joint meeting; Hendricks County EMS Chief's; Executive Board; Lateral Firefighter Orientation Process;

**EMS Training:** Monthly department training was Abdominal Emergencies and introduction of new glucometers; Attended ALS Audit and Review; Attend a presentation on the Las Vegas mass shooting;

**Other:** Civilian Paramedic Interview; New Civilian Paramedic Orientation (Days 3-5); Completed annual physical and follow up appointment; Hosted RSA initial course for Hendricks County fire departments and HRH; Met with reps for quotes for remount of Medic 139.

#### Health and Safety Officer, Justin Butts

- Assumed the role of Health and Safety Officer on 3/13
- Met with Hendricks Regional Health in regards to the changing of the HSO position and discussed current and upcoming health and wellness projects
- 2023 Physicals will be fully completed by 4/18 (three personnel remaining)/Scheduled follow up with HRH
- Decon equipment delivered to companies, and utilized on training fires and structure fires.
- Four Peer Fitness Trainer Candidates have recently been certified. Our current roster includes:
  - FF Aaron Atherton
  - PM Jeremy Baker
  - Capt Justin Butts
  - Lt Brandon Ford
  - FF Kamrick (Kam) Holding
  - FF Daniel Huber
  - FF Justin Knox
  - FF Levi Marshall
  - FF Austin Mills
  - FF Jonathan (Andy) Northern

Meetings with IAFF Wellness Fitness Initiative representative scheduled for WPE validation (Civilian Medic and Fire)

Contact has been made with merchant who has been non-responsive for several months in regards to approved PO for exercise equipment and flooring.

Met with Ryan McNeely in regards to HRH assumption of DARI evaluation.

#### Division Chief of Training & Safety, Jerry Harder

*None.*

#### Public Information Officer (PIO)

*None*



# Brownsburg Fire Territory

## Senior Staff Monthly Report

### MARCH 2023 Activity

#### Fire Prevention Division, Fire Marshal Paul Hudson

##### Fire Prevention Staffing

Nina Powell hired as Public Education Manager – Deputy Fire Marshal

Deputy Fire Marshal Schlageter military leave

##### Major Construction and Remodel Projects

Five-Below 931 N Green St.

Sportsman's Warehouse 909 N Green St.

Michael's 907 N Green St.

OrthoIndy Ambulatory 9070 E 56<sup>th</sup> St.

The Arbuckle Phase 2 7140 Arbuckle Commons

Home 2 Suites 520 W Northfield

Acorn Group Warehouse 1625 W Northfield

10255 Archer Drive - Eagle Creek Logistics Park

10015 Archer Drive - Eagle Creek Logistics Park

Northfield Drive Commercial Building 1665 W Northfield

Crossroads Elementary School 4135 E. Northfield

Pep Boys 2679 N SR 267

Project Largemouth 3 4430 N 1000 E

Project Largemouth 4 4434 N 1000 E

Brownsburg B Shops Façade Renovation 905 N Green

Brownsburg Storage 3680 N 267

Brownsburg West Middle School 1555 S Odell Street

Community Rehabilitation Hospital West 8920 E 56<sup>th</sup> Street

Project Pineapple 9915 Lacy Knot Drive Suite 100

Brownsburg Crumbl Cookies 943 N Green St. - Certificate of

Occupancy 2/3/23

Acorn Self Storage 1641 E US 136 (Park 136)

Park 136 Building 2 1731 E US 136

- Biryani Hut Brownsburg 7038 S Northfield Dr.
- Home Goods interior remodel 850 E Northfield Dr.
- Total Body Wellness remodel 475 E Northfield
- WB Frozen palm oil tank 50 Maplehurst Dr.

Town of Brownsburg Wastewater 200 S Green St.

Oranomed 1145 E Northfield Dr.

HMD Motorsports 843 E Main St.

Imperial Dade 4334 N CR 1000 E

Indy's Burger Joint 3195 N SR 267

Ascension St. Vincent CENTA 590 Pit Rd

Brownsburg High School North Physical Education Facility 1000 S Odell St.

AT&T Mobility project at Lucas Oil Raceway Park 10267 E US 136

Michaels 907 N Green St.

Brownsburg High School expansion project 1000 S Odell St.

Chipotle Mexican Grill 905 N Green St.

7Brew Drive Through Coffee 7430 E CR 700 N

##### Community Risk Reduction Engagement

Code compliance consulting: architects/engineers

Existing business and school inspections

Town of Brownsburg Tech Committee

DFM Schlageter attended Indiana Fire Inspectors Association conference

FM Hudson Inspector II class completed

Smoke alarm installations

Event inspection: BHS "Bulldog Spectacular" choir competition

Fire Investigations

Assist the police with UAV

##### Public Education & Community Events

Family Station Tours

Scout Troop Station tour

Girl Scout first aid class

High School Forensics class



# Brownsburg Fire Territory

## Senior Staff Monthly Report

### MARCH 2023 Activity

Deputy Chief of Administration, Todd Miller

#### VEHICLE MAINTENANCE

##### **EG133:**

-Coolant hose repair 16.04 parts only

##### **LD131:**

-Replace 4 rear tires 3200.16 (labor 538.50 / parts 2550.96 / Misc. 110.70)

-Mounting tape for camera 11.99 parts only

##### **C1320:**

-Transmission repair 289.58 (247.50 labor / 42.08 Misc)

##### **C1301:**

-Windshield wiper replacement 15.98 parts only

##### **C1302:**

-Windshield wiper replacement 15.98 parts only

##### **C1340:**

-Replace battery 148.17 parts only

##### **Stock Parts:**

Bolts for wheel simulators 1.90 parts only

#### BUILDING MAINTENANCE

##### **Station 131:**

-Generator radiator replacement 10,377.06 (labor 7138.83 / parts 2450.00 / other charges 788.23)

-Bay door repair 375.00 all labor

-Bay door repair 619.00 (labor 375.00 / parts 244.00)

-Replace garbage disposal 171.95 parts only

##### **Station 132:**

-Septic filter exchange fee 250.00 labor only (125.00 per trip – 1<sup>st</sup> & 15<sup>th</sup> of each month)

-Relaced front lawn mower wheels / tires

-Mower tune up kit 116.57 parts only

##### **Station 133:**

-Oil separator clog repair 1175.00 labor only

-Rear hallway door repair. 190.00 (labor 80.00 / Parts 15.00 / Misc. 95.00)

-HVAC repair 651.50 (labor 577.50 / truck fee 74.00)

-Replace microwave 293.55

##### **Permits:**

Boiler Pressure Vessel Permit renewal for Station 132 & Station 133 water heaters. 54.96

##### **Stock Items:**

-2 cases of transmission fluid 115.98

-EOne pump replacement handle 258.27 (243.27 parts / 15.00 shipping)

-Coolant for diesel apparatus 11 gallons 127.49



# EXECUTIVE BOARD ACTION

## IX./New/B. ASSETS: REQUEST FOR BID/DISPOSAL/TRANSFER

### Summary

Staff seeks approval for disposition.

	<u>ITEM</u>	<u>SERIAL NUMBER</u>	<u>VALUE</u>	<u>NOTES</u>	<u>REQUEST</u>
1	Panasonic Toughbook	4CTSA75771	\$0	E133 MDT recent storm system water damage; inoperable	Disposal
<END OF REPORT>					

### Attachments

- None

### Actions

- 04/11/23: Chief Alcorn to request permissible action(s) from Board



# EXECUTIVE BOARD ACTION

## IX./New/C. **JOB DESCRIPTION #13005: EMT-BASIC**

### *Summary*

New policy for Board approval.

### *Attachments*

- Policy/Job Description #13005: EMT-Basic

### *Actions*

- 04/11/23: Chief Alcorn to present for consideration for approval

Status **Pending** PolicyStat ID **13339351**



Origination 03/2023  
Last Approved N/A  
Last Revised 03/2023  
Next Review 1 year after approval

Owner **Anthony Smith:  
Operations Chief**  
Policy Area **Policy**

## 13005 Job Description - EMT-Basic

**Job Title:** EMT-Basic  
**Department:** Career Staff  
**Reports To:** Battalion Chief, Captain, Lieutenant  
**FLSA Status:** Non-Exempt  
**Prepared By:** Brownsburg Fire Territory  
**Approved By:** Fire Territory Executive Board  
**Approved Date:** April 15, 2019

### Minimum Job Requirements (Qualifications)

- High school diploma or equivalent
- Valid Indiana Drivers' license maintained throughout employment
- EMT-Basic certification to the State of Indiana maintained throughout employment
- Valid affiliation with the Brownsburg Fire Territory sponsoring hospital maintained throughout employment
- No prior felony convictions
- Must have IDHS Technical Rescue Awareness certification
- Must have IDHS Hazardous Materials Awareness certification
- Must have NIMS 100, 200, 700, 800 certification

### Job Summary

Perform a wide variety of EMS operations and public education while representing the Brownsburg Fire

Territory, through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.

### Domains of Responsibilities

EMS Operations	Driver/Operator	Apparatus/Equipment Maintenance	Public Relations Training
Special Operation	Station Duties	Administrative/Managerial	

## Essential Duties

- Participate in all required department training, meetings, and activities.
- Comply with all department rules, regulations, policies, and SOGs.
- Communicate with members of the public and department personnel.
- Complete all required daily written and/or electronic records and communications.
- Ensure proper operational status of all apparatus, equipment and PPE before, during and after an incident.
- Respond to emergency/non-emergency incidents.
- Operate department apparatus, appliances and equipment.
- Provide basic and advanced life support to patients per certification level following established policies, protocols and guidelines as authorized by the medical director and the Brownsburg Fire Territory.
- Perform other duties as assigned.

## Knowledge

- Knowledge of accepted practices, policies, and procedures established within the limits of training, certification, licensure and job description.
- Knowledge of verbal and written orders, local, state, and federal regulations within the limits of training, certification, licensure and job description.
- Knowledge of basic life support skills.
- Knowledge and use of universal precautions and any other precautions required for all patients.
- Knowledge of the role of EMT in the health care community and within the organization.
- Knowledge of information, principles, processes and techniques needed to assess and treat human injuries and illnesses within the scope and limitations of certification, licensure and job description.
- Knowledge of Fire Department rules and regulations, and SOPs.
- Knowledge of structure and function of department and local and county governments, and other emergency service organizations, local, state and federal laws affecting employment practices.
- Knowledge of public education programs.
- Knowledge of EMS pre-plan procedures.

- Knowledge of communication systems and procedures.
- Knowledge of department software applications.
- Knowledge of emergency vehicle operations.
- Knowledge of response area.
- Knowledge of all applicable federal, state, and local laws governing the operations of emergency vehicles.
- Knowledge of safe use, care, and maintenance of all EMS equipment.
- Knowledge of current Hendricks County EMS protocols.
- Knowledgeable at the appropriate level in the various aspects of special operations.
- Knowledgeable at the awareness level of haz-mat operations

## Skills Requirements

- Competently perform basic life support care within the scope and limitations of training, certification, and licensure and job description.
- Comprehension skills sufficient to receive, process, and appropriately respond to information presented in writing, verbally, or visually.
- Physical skills sufficient for safe use and efficient maneuvering of patients, and utilization of EMS equipment and tools, with or without PPE.
- Reading skills sufficient to read and comprehend printed information that would preclude the use of an interpreter, scanner, or other non-reading device.
- Mathematical skills sufficient to apply calculations and formulas in the assessment and treatment of human injuries and illnesses within the scope and limitations of training, certification and licensure and job description.
- Writing/typing skills sufficient to effectively complete all required department communications and reports.
- Verbal skills sufficient to clearly and accurately communicate oral information.
- Grammar skills sufficient to clearly and accurately communicate written/typed information.
- Appropriate use of industry specific terminology in all communications.
- Skills sufficient to drive and operate emergency apparatus.
- Proficient skills in all forms of communication in the English language.

## Abilities/Personal Characteristics

- Ability to meet clinical and performance objectives adopted by or established by the Brownsburg Fire Territory.
- Ability to remain calm and bring order to stressful situations, exercise judgments in unique and ever-changing environments, make quick, appropriate and rational decisions, and perform complex tasks within the scope and limitations of training, certification and licensure, and job description.
- Ability to receive, comprehend and appropriately respond to information presented in writing,



verbally or visually.

- Ability to develop and nurture mutual trust, respect and cooperation among team members and other personnel involved with the care of family, friends, bystanders, nursing home staff, medical personnel, public safety personnel, and the general public.
- Ability to express compassion for patients and empathy with their family and friends.
- Ability to recognize and appropriately respond to the needs and desires of family and friends.
- Ability to make rapid decisions and perform tasks in changing and stressful conditions.
- Ability to follow orders, operate under guidance, and work in coordination with other members of a team to accomplish complex and dangerous tasks.
- Ability to carry out delegated tasks without continuous supervision.
- Ability to carry out delegated responsibilities without continuous supervision.
- Ability to objectively evaluate co-workers in accordance with department guidelines.
- Ability to function in a communal setting.
- Ability to communicate in a clear, calm, respectful manner.
- Ability to distinguish coordinates, utilize maps, and accurately distinguish addresses and street signs.

## Physical Requirements

- Visual acuity adequate to meet industry standards.
- Hearing acuity adequate to meet industry standards.
- Move across rough terrain and over/around obstacles for extended distances with or without PPE.
- Remain stable in precarious positions for extended periods of time with or without PPE.
- Stand, walk, climb, stoop, bend, twist, squat, crawl with or without PPE.
- Reach above shoulders with or without PPE.
- Reach below waist with or without PPE.
- Push, pull and lift heavy individuals, objects, tools and equipment, etc., while with or without PPE.

## Working Conditions

- Operate on a 24-hour shift schedule with occasional required overtime for training, meetings, or staffing needs.
- Operate in extreme weather conditions including but not limited to heat, humidity, cold, wind, rain, snow, sleet, ice, lightening.
- Operate in environments of loud noise, poor visibility, limited mobility, above ground heights, and in closed or non IDLH confined spaces.
- Operate in states of mental and physical fatigue from extended periods of work, and/or deprived sleep.
- Operate in and around hazardous conditions such as but not limited to smoke, electrical

hazards, unstable structures, traffic hazards, chemical, biological and radiological hazards.

## Supervisory Responsibilities

- Under normal conditions the EMT will have only those duties assigned by his/her station/company officer.

## Disclaimers

- This job description is intended to describe the general nature and level of work being performed by employees assigned to this job title.
- This job description is not intended to be construed as an exhaustive list of all responsibilities, duties, skills and behaviors of employees in this job.
- This job description is not an employment agreement or contract.
- The Brownsburg Fire Territory has the exclusive right to alter this job description at any time without notice.
- This job description is intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.
- Refer to the Employee Handbook for further requirements of Job Descriptions.
- Any active applications for reciprocity will not count toward required licenses or certifications.

COPY

### Approval Signatures

Step Description

Approver

Date

Larry Alcorn: Fire Chief

Pending



# EXECUTIVE BOARD ACTION

## IX./New/D. STATION #131 RENOVATIONS

### *Summary*

Chief Alcorn to request approval to bid Station #131 renovations.

### *Attachments*

- None.

### *Actions*

- 04/11/23: Chief Alcorn to present for consideration for approval