



# Brownsburg Fire Territory

---

---

*Vigilantly Serving Our Community*

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

## **AGENDA**

Tuesday, May 2, 2023  
2:00 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: Wednesday, April 3, 2023
- VI. SAFETY BOARD ITEMS
  - Old Business
  - New Business
    - A. Approval of Hiring Process
    - B. Consideration for Employment
- VII. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS
- VIII. ATTORNEY ITEMS
- IX. ADJOURNMENT



## Brownsburg Fire Territory SAFETY BOARD MEETING

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

### MEETING MINUTES

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

#### Attendees

David Tinkey, Brown Township Representative  
Don Spencer, Lincoln Township Representative, Chairman  
Tom Drake, Town of Brownsburg Representative  
Larry C. Alcorn, Fire Chief  
Tina Betuker, Recording Secretary  
*Ms. Leminger was not in attendance*

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

Mr. Spencer for the Brownsburg Fire Territory (BFT) Safety Board (“Board”), called the meeting to order at 1:30 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. APPROVAL OF PREVIOUS MINUTES – Thursday, February 16, 2023**

Mr. Tinkey made a motion to approve the Thursday, February 16, 2023 meeting minutes as presented. Mr. Spencer Drake the motion. There were no questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud.



## VI. SAFETY BOARD ITEMS

### Old Business

#### A. Annual Employee Evaluations

Chief Alcorn notified the Board that the 2022 employee evaluations had been completed. The Board decided that any member wishing to view the evaluations should contact either Chief Alcorn or Division Chief of Administration Todd Miller versus scheduling a special board meeting.

#### B. New Hiring List Update

Chief Alcorn updated the Board stating four candidates were interviewed and one – Jeremy Peter – is recommended for hire; therefore, he requested approval to extend a Conditional Offer of Employment. Mr. Drake made a motion to approve extending the Conditional Offer of Employment to Lateral Transfer Candidate Jeremy Peter. Mr. Tinkey seconded the motion. Mr. Tinkey, as a new Board member, asked how they would know if the BFT had followed proper procedures. Chief Alcorn stated all process documentation is available, if requested. Mr. Spencer asked where the candidate works/resides. DC Miller stated Terre Haute. There were no further questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud.

### New Business

#### A. Approval of Lateral Hiring List

Chief Alcorn noted that the list contained only one name (Jeremy Peter) and that candidate had just been approved for Conditional Offer of Employment.

#### B. New Hire

Chief Alcorn stated he continues to prepare for the new firefighter hiring process with Town of Brownsburg Human Resources Manager Bailey Houpt. They are working to widen the qualified candidate pool. Mr. Drake asked when the process might be ready. Chief Alcorn stated at least another thirty days.

Chief Alcorn notified the Board that the previously approved Conditional Offer for Civilian Paramedic Ryan Adams' transfer into a Firefighter position was extended, and he requested approval to hire pending Candidate Adams' Public Employees Retirement Fund (PERF) approval. He noted that Adams had already passed the required psychological and physical exams as well as been approved by the Pension Board. Mr. Tinkey asked why PERF was a condition for hire. Chief Alcorn clarified that in order to be hire as a firefighter candidates must be approved by the pension system. Mr. Spencer asked if Adams had ever been a firefighter.



Chief Alcorn confirmed he had not been a firefighter with the BFT. Mr. Drake made a motion to approve hire of Candidate Ryan Adams upon approval by PERF. Mr. Tinkey 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.

## C. Lieutenant Promotion

Chief Alcorn stated there is an open position for Lieutenant. He requested approval to consider the top three candidates from the currently active Lieutenant Promotion List:

- Kevin Byron
- Tyler Ross
- Andy Northern

Mr. Tinkey made a motion to approve the top three candidates for consideration. Mr. Drake seconded the motion. Mr. Tinkey noted he had no knowledge regarding the three candidates and Mr. Spencer asked about the process. Chief Alcorn stated all candidates participate in a Board-approved six month promotion process conducted by an independent third-party and includes a written test and interviews. Mr. Spencer requested clarification that the Board's role is solely hire and not budgetary. Chief Alcorn confirmed this is correct. There were no further questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud.

Chief Alcorn requested approval to promote Andy Northern to the rank of Lieutenant, effective Monday, April 10, 2023. Mr. Drake asked to which shift Northern would be assigned. Chief Alcorn stated it is unknown at this time as there are some open shift bids to complete first. Mr. Tinkey asked for some background on Firefighter Northern's employment history with the BFT. Chief Alcorn stated Firefighter Northern had worked in Louisville, Kentucky a number of years as a Civilian Paramedic-turned-Firefighter, and has served with the BFT for seven years. Mr. Tinkey asked who else aside from Chief Alcorn conducted the promotion interview. Chief Alcorn clarified that the third-party conducted an unbiased panel interview, then Chief Alcorn, DC Miller, and Deputy Chief of Operations Tony Smith conduct a follow-up interview, focusing on readiness and fit. Mr. Tinkey asked if the BFT paid for the interviews. Chief Alcorn confirmed the services are paid through the BFT budget. Mr. Tinkey made a motion to approve the promotion of Andy Northern to the position of Lieutenant, as recommended by Chief Alcorn. Mr. Drake 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. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS

None.



# Brownsburg Fire Territory

*Vigilantly Serving Our Community*

## VIII. ADJOURNMENT

Mr. Drake made a motion to adjourn. Mr. Tinkey seconded the motion. The meeting was adjourned at 1:41 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*

DRAFT

## **Description: Firefighter / EMT**

### **Job Summary**

Firefighter / EMT's perform a wide variety of fireground operations, EMS operations, special operations, public education, and fire prevention 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.

### **Requirements for Applying**

- High School Diploma or equivalent.
- Must be at least 19 years of age, and not older than 36 at the start of the recruit academy.
- Valid drivers' license maintained throughout employment. Must be presented at all phases of the hiring process.
- No prior felony convictions.
- Obtain a current CPAT card to be presented at the written test.
- Indiana State Certified Firefighter I & II or equivalent.
- State or Nationally Certified Emergency Medical Technician or Paramedic.
- \$25.00 non-refundable application fee.

### **I understand I must participate in and pass all pre-employment phases, including, but not limited to:**

- Complete 75' aerial ladder climb.
- Written test.
- Oral Interview.
- Pass psychological evaluation upon conditional offer of employment.
- Pass medical examination upon conditional offer of employment. To include a minimum fitness component with consideration to NFPA 1582 and a drug and alcohol screen.
- Complete and pass Brownsburg Fire Territory Firefighter Recruit Academy.

**I agree to submit any changes of name, address or telephone number in writing to the hiring coordinator at [hiring@brownsburgfire.org](mailto: hiring@brownsburgfire.org) - No phone calls please.**

### **Skill Requirements**

### **Skill Requirements**

- Physical skills sufficient for safe, efficient utilization of equipment and tools with or without PPE.
- Comprehension skills sufficient to receive, process and appropriately respond to information presented in writing, verbally, or visually.
- Reading skills sufficient to read and comprehend printed information that would preclude the use of an interpreter, scanner, or other non-reading alternative.
- Mathematical skills sufficient to apply calculations and formulas to the task(s) at hand.
- Writing and typing skills sufficient to effectively complete all required department communications.
- Verbal skills sufficient to communicate information clearly and accurately.
- Grammar skills sufficient to clearly and accurately communicate written/typed information.
- Appropriate use and understanding of industry specific technology.
- Skill sufficient to drive and operate fire apparatus.

### **Physical Requirements**

- Visual acuity adequate to meet industry standards.
- Hearing acuity adequate to meet industry standards.
- Physical ability to speak clearly enough for understandable radio communications and face-to-face communications while in full PPE.
- Move across rough terrain and over/around obstacles for extended distances in or out of PPE.
- Grasp/carry/twist/turn tools, equipment, hose couplings, hydrant caps, pump fixtures, etc. in or out of PPE.
- Remain stable in precarious positions for extended periods of time in or out of PPE.
- Stand, walk, climb, stoop, bend, twist, squat, crawl in or out of PPE.
- Physical ability to reach above shoulders in or out of PPE.
- Reach below waist in or out of PPE.
- Push, pull and lift heavy individuals, objects, tools, equipment, etc. in or out of PPE.

### **Working Conditions**

- Operate on an irregular schedule including a 24-hour shift schedule or longer 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, lightning.
- Operate in environments of loud noise, poor visibility, limited mobility, above ground heights, and in closed or confined spaces.
- Operate in states of mental and physical fatigue from extended periods of work and/or disrupted/deprived sleep.
- Operate in and around hazardous conditions such as but not limited to fire, smoke, electrical hazards, unstable structures, traffic hazards, chemical, biological and radiological hazards.

### **Salary & Benefits**

- Year 1 - \$50,000.00
- Year 2 - \$55,000.00
- Year 3 - \$63,276.32
- Longevity Pay starting in year 5 retro-active to year 1
- Certified 20-year pension base \$74,883.28.
- Health Care Plan (Medical, Dental, Vision)
- Retirement Plan
- Life Insurance (Basic, Voluntary & AD&D)
- Paid Time Off (Vacation, Sick, Paid Holiday's)
- Short- & Long-Term Disability
- Training & Development
- Wellness Resources

### **Important Dates – Hiring Phases**

- Ladder Climb June 3 - 9:00am
- Written Test June 10 - 9:00am
- Oral Interviews June 20, 21, 22 (Scheduled time)

**All phases of the hiring process will be conducted at Brownsburg Fire Territory Headquarters located at 470 E. Northfield Drive, Brownsburg Indiana, 46112.**

**Application fee, either personal check or money order must be dropped off at the same location no later than noon on Tuesday May 23<sup>rd</sup>.**