



# Brownsburg Fire Territory

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*Vigilantly Serving Our Community*

Brownsburg Fire Territory  
**SAFETY BOARD MEETING**  
Station #132  
7455 East CR 1000 North • Brownsburg, IN 46112

## **AGENDA**

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

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE; MOMENT OF SILENCE
- III. ROLL CALL TO DETERMINE QUORUM BY PRESIDING OFFICER
- IV. APPROVAL OF PREVIOUS MINUTES FROM MEETING: Monday, October 30, 2023
- V. SAFETY BOARD ITEMS
  - Old Business
    - A. Consideration for Hire
  - New Business
    - A. None.
- VI. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS
- VII. ATTORNEY ITEMS
- VIII. ADJOURNMENT



# Brownsburg Fire Territory

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## Brownsburg Fire Territory SAFETY BOARD MEETING

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

**MEETING MINUTES**  
Monday, October 30, 2023  
2:00 P.M.

### Attendees

Don Spencer, Lincoln Township Representative, Chairman  
David Tinkey, Brown Township Representative, Vice-Chairman  
Tom Drake, Town of Brownsburg Representative  
Larry C. Alcorn, Fire Chief  
Scott Krapf, Attorney

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

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; MOMENT OF SILENCE**

Everyone in attendance recited the Pledge of Allegiance.

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

Roll call was taken and it was determined that quorum was met.  
Ms. Betuker, Recording Secretary, was not in attendance; audio was recorded.

### **IV. APPROVAL OF PREVIOUS MINUTES – Friday, October 6, 2023**

Mr. Tinkey made a motion to approve the Friday, October 6, 2023 meeting minutes as presented. 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.

### **V. SAFETY BOARD ITEMS**

#### Old Business

#### A. Approval of Lateral Hiring List

Chief Alcorn requested approval of a submitted Lateral Hiring List. Mr. Spencer asked if all candidates had been vetted. Chief Alcorn confirmed they had been. Mr. Drake made a motion to approve the Lateral Hiring



List as presented by Chief Alcorn. 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.

**B. Lieutenant and Captain 2022 Promotion List (established Regular Meeting July 7, 2022)**

Chief Alcorn notified the Board that one candidate remained on the Lieutenant and Captain 2022 Promotion List ("Promotion List"); however, he would not be putting the individual forth for promotion. The list remains active for either two years (July 2024) or until exhausted – whichever comes first. Chief Alcorn requested approval to update the Promotion List with candidates determined in January 2024 and submitted to the Board for 2024 Q2. Mr. Spencer requested clarification that Chief Alcorn was seeking to add candidates to the existing list. Chief Alcorn confirmed this was his intention. Mr. Spencer asked if there were any legal issues to consider. Chief Alcorn stated a motion passed by the Board was sufficient. Mr. Tinkey asked how many positions needed to be filled. Chief Alcorn stated one Captain and three Lieutenant positions would be filled. Mr. Spencer made a motion to approve Chief Alcorn's pursuit of additional potential candidates for the existing Promotion List. 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.

New Business

**A. Consideration for Hire**

From the newly approved Lateral Hiring List, Chief Alcorn requested approval to hire Candidate #1 Jacob Alvarez to the position of Firefighter, pending his meeting all the requirements of his Conditional Offer. The available position is the result of a recent resignation.

Mr. Drake asked if all the newly approved candidates passed PERF. Chief Alcorn clarified that as Lateral Transfer candidates they were already enrolled in PERF, trained, and certified as Firefighter Emergency Medical Technicians (EMTs). Candidate Alvarez will only need to complete an incumbent physical (similar to BFT annual physical) – not the psychological exam or PERF physical (since this completed for prior enrollment). Mr. Spencer made a motion to extend a Conditional Offer to Lateral Transfer Candidate Jacob Alvarez. Mr. Drake seconded the motion. There were no questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud.

**VI. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS**

Mr. Drake requested clarification regarding intended hiring. Chief Alcorn clarified he intended to extend offers to the remaining Lateral Transfer Candidates in early 2024, primarily due to retiring personnel. Due to low turnout, Mr. Tinkey asked if all first responders had been notified of the meeting. Chief Alcorn stated all had been notified in the usual manner and that attendance tends to fluctuate (it was noted that some members were dispatched on an active run at the time of the meeting). Mr. Tinkey asked if some future meetings should take place at other locations. Chief Alcorn stated he was not opposed to this option. Mr. Drake made a motion to hold future meetings at the fire stations. Mr. Tinkey seconded the motion. There were no questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud.

**VII. ATTORNEY ITEMS**

None.



## VIII. ADJOURNMENT

Mr. Tinkey made a motion to adjourn. Mr. Drake seconded the motion.  
The meeting was adjourned at 2:10 p.m.

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*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