



EXECUTIVE BOARD Regular Meeting

Virtual: via Zoom

MEETING MINUTES
Tuesday, January 19, 2021
6:00 P.M.

Attendees

Nathan Mantlo, Brownsburg Township Trustee
Joe Walsh, Lincoln Township Trustee
Jeff Gracey, Town of Brownsburg Representative (Chairman)
Marline Breece, Attorney
Larry C. Alcorn, Fire Chief
Tina Betuker, Recording Secretary

I. CALL TO ORDER

Mr. Gracey called the Brownsburg Fire Territory (BFT) Executive Board (the “Board”) meeting to order at 6:04 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. ELECTION OF CHAIRMAN FOR 2021

Mr. Gracey made a motion to elect Joe Walsh as the Executive Board Chairman for 2021. Mr. Mantlo seconded the motion. Mr. Walsh notified the Board he had submitted his intent to step down as Trustee and made a motion to amend the original motion to elect the “Lincoln Township Trustee.” Mr. Mantlo seconded the amended motion, which passed unanimously by a vote of 3-0.

VI. ELECTION OF SECRETARY FOR 2021

Mr. Gracey made a motion elect Mr. Mantlo as Recording Secretary for 2021. Mr. Walsh seconded the motion. Ms. Breece noted that, historically, the BFT Administrative Assistant is elected to the role. The motion failed by a vote of 0-3. Mr. Gracey made a motion to elect Ms. Betuker as Recording Secretary for 2021. Mr. Mantlo seconded the motion, which passed unanimously by a vote of 3-0.



VII. APPOINTMENT OF ATTORNEY FOR 2021

A. Resolution #2021-01 “A Resolution Providing for the Appointment of Attorney”

Mr. Mantlo made a motion to approve Resolution #2021-01 “A Resolution Providing for the Appointment of Attorney” whereby the Board would appoint J. Christopher Janak of Bose, McKinney, & Evans as attorney for the Executive Board, Safety Board, and the Fire Territory for calendar year 2021. Mr. Gracey seconded the motion, which passed unanimously by a vote of 3-0.

VIII. CITIZENS COMMENTS RELATED TO AGENDA ITEMS

None.

IX. APPROVAL OF PREVIOUS MINUTES: Regular Meeting Monday, December 14, 2020

Mr. Gracey made a motion approve the meeting minutes dated Monday, December 14, 2020, as submitted. Mr. Walsh seconded the motion. There were no questions or comments and the motion passed unanimously by a vote of 3-0.

X. APPROVAL OF EXPENSE REPORT(S): December 2020 Activity - \$768,014.70

Mr. Gracey made one motion to approve the expense reports for December 2020 activity in the amount of \$768,014.70. Mr. Mantlo seconded the motion. There were no questions or comments and the motion passed unanimously by a vote of 3-0.

XI. EXECUTIVE BOARD ITEMS

Old Business

A. Meeting Dates and Times: 2021

Mr. Gracey made a motion to schedule 2021 meeting dates and times as presented (the third Monday of each month, at 6:00 p.m., to be held in the Town Council meeting room at Town Hall). Mr. Mantlo seconded the motion. Ms. Betuker stated that the February meeting date would fall upon a holiday. Board members discussed rescheduling but ultimately agreed to keep the Monday, February 15, 2021 at 6:00 p.m. date and time, as the meeting would be held via Zoom due to COVID-19 restrictions. There were no further questions or comments and the motion passed unanimously by a vote of 3-0.

New Business

A. 2021 Uniform Conflict of Interest Statements

The Board acknowledged receipt of Uniform Conflict of Interest Disclosure Statements from the following employees: Patrick Carmean, Ryan Miller, Jonathan “Andy” Northern, and Donald Ross.

Note: copies of the Uniform Conflict of Interest Statements were submitted to the Town of Brownsburg Clerk-Treasurer, noting that the Board had acknowledged them during their Regular Meeting dated Tuesday, January 19, 2021.



XII. FIRE CHIEF ITEMS

Old Business

A. Policy Update: #510/General Order 2020-07 – Firearms

Chief Alcorn stated research was ongoing and requested this policy update be continued to the next meeting. Mr. Walsh asked where employees would obtain their training. Chief Alcorn stated employees had already received classroom instruction from Atkinson Firearms, a certified instructor. Mr. Gracey asked if there was any further information regarding liability insurance. Chief Alcorn stated he is working with the Town of Brownsburg Director of Human Resources Nick VanHorn. Mr. Mantlo requested that Board members be included in any correspondence.

B. Projects Update

Chief Alcorn notified the Board that the Station 133 Remodel Project had been awarded to Alderson Commercial Group. The project has an anticipated start date in February. The Emergency Signal CR600N/CR1000 E Project had been awarded to Morphe Construction. Chief Alcorn anticipates both projects will be completed by summer 2021.

New Business

A. None.

XIII. ATTORNEY ITEMS

A. Equipment Replacement Fund 2021

So that documentation may be prepared and meetings initiated, (on behalf of Mr. Janak) Ms. Breece asked for the Board's 2022 tax rate levy recommendation; the fully allowable rate is \$0.0333 per \$100.00 of Assessed Value (AV). Mr. Mantlo requested confirmation of the current (2020) rate. Ms. Breece stated it was the full rate. Mr. Mantlo noted that without a recommendation, the rate could slide back to ~~\$0.029~~ \$ as approved in 2018 (for 2019). Mr. Mantlo asked if Fire Chief Alcorn wanted the full levy and, if so, why. Mr. Gracey asked, if the Fire Chief does want the full levy, did Mr. Mantlo want to see that information in the resolution presented at the February meeting, with accompanying supportive documentation. Mr. Walsh asked if that wasn't already included in the yearly budget. Ms. Breece clarified that the newly recommended rate would take effect in 2022. In addition, she noted that in order to re-establish the rate, it needed to be filed with the DLGF (Department of Local Government Finance) by May 1st; to meet that deadline, the resolution would need to be adopted at the February meeting. Ms. Breece outlined that the process is statutory (not encompassed in the Restated Interlocal Agreement), and requires that the governing boards of all three Participating Units (Brown Township, Lincoln Township, and the Town of Brownsburg), adopt the same resolutions (Townships)/ordinance (Town) to re-establish the rate. Therefore, it is neither necessary that the Board make a recommendation nor for the Fire Chief to ask for it. Mr. Mantlo opined that without the Fire Chief's request to keep the maximum levy, he would not approve the maximum levy, and so to not prepare the resolution. Mr. Gracey noted that the other two Board members could put forth the resolution and asked Ms. Breece whether or not the item needed to be on the February meeting agenda, which she confirmed. Mr. Gracey made a motion to request that the Equipment Replacement Fund be re-established at the maximum rate of \$0.0333 per \$100.00 AV for 2022. Mr. Walsh seconded the motion. Mr. Janak was asked to prepare the documentation.



Brownsburg Fire Territory

Vigilantly Serving Our Community

XIV. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS

Mr. Gracey offered congratulations to the new Appointees. Mr. Mantlo stated he looked forward to working with everyone in the coming year.

XV. COMMENTS FROM THE FLOOR

None.

XVI. DATE AND LOCATION OF NEXT REGULAR EXECUTIVE BOARD MEETING

Date and Time: Monday, February 15, 2021
6:00 p.m.

Location: Via Zoom (access data to be determined)

XVII. ADJOURNMENT

Mr. Walsh made a motion to adjourn. Mr. Gracey seconded the motion. The meeting adjourned at 6:32 p.m.

Meeting minutes are a summary of actions taken at the Brownsburg Fire Territory Executive Board meeting. Effective August 2020, meetings are live-streamed and archived. Please visit www.Brownsburg.org, select "Live Video and Archives" from the Quick Links menu, click on the Boards and Commission tab, and scroll to your desired meeting date.

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

SIGNATURES
REDACTED

Nathan Mantlo, Brown Township Trustee

3/15/21

Date

ABSTAINED

Lincoln Township Trustee

March 15, 2021

Date

SIGNATURES
REDACTED

Jeff Gracey, Town of Brownsburg Representative, Chairman

3-25-2021

Date

SIGNATURES
REDACTED

Attest: *Tina Benker*
Tina Benker, Recording Secretary

3-26-2021

Date