



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. ROLLCALL TO DETERMINE QUORUM BY PRESIDING OFFICER

Rollcall 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 Hate. 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

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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

5/2/23
Date



Mr. Don Spencer, Lincoln Township Representative, Chairman

5/2/2023
Date

Mr. Tom Drake, Town of Brownsburg Representative

Date



ATTEST: *Tina Betuker, Recording Secretary*

5-2-2023
Date