



Brownsburg Fire Territory SAFETY BOARD MEETING

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

MEETING MINUTES
Thursday, May 2, 2023
2:00 P.M.

Attendees

David Tinkey, Brown Township Representative
Don Spencer, Lincoln Township Representative, Chairman
Larry C. Alcorn, Fire Chief
Tina Betuker, Recording Secretary

I. CALL TO ORDER

Mr. Spencer for the Brownsburg Fire Territory (BFT) Safety Board (“Board”), called the meeting to order at 2:03 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. Mr. Drake was not in attendance.

V. APPROVAL OF PREVIOUS MINUTES – Wednesday, April 3, 2023

Mr. Tinkey made a motion to approve the April 3, 2023 meeting minutes as presented. Mr. Spencer seconded the motion. There were no further questions or comments and the motion passed unanimously by a vote of 2-0; votes were cast aloud.

VI. SAFETY BOARD ITEMS

Old Business

A. None.



New Business

A. Approval of Hiring Process

Chief Alcorn requested a new hiring process “Firefighter/EMT,” where qualified candidates would need to be both certified as EMT and hold Firefighter I and II certifications, and to drop the age requirement from 21 years old to 19 years old. The drop in age is intended to widen the pool of qualified candidates to include vocational school candidates who graduate high school with both their diploma and A.S. in Fire Science. The current age span is 21-36 (by Indiana statute military veterans honorably discharged may apply until 40 years old). Mr. Spencer asked if a veteran were honorably discharged at, say, 25 years old, they’d still be afforded the opportunity to apply until 40 years old? Chief Alcorn confirmed this is correct and noted that any applicant would still need to pass the agility test. Successful candidates would be hired at the probationary pay level. Chief Alcorn noted this would not be a lateral transfer process and not reflect the hiring process changes under development. Mr. Spencer asked if hiring at 19 years old is standard amongst surrounding fire departments. Chief Alcorn stated some had and noted that the process would require a process application and fee (\$25.00), proof of CPAT (Candidate Physical Ability Testing) certification, successful 75’ aerial/ladder climb, written test, and board interview. The testing and board panel are conducted by a third-party company to ensure unbiased assessments. The process fee covers related costs. Mr. Spencer asked if the written test is standardized and Chief Alcorn confirmed it is a standardized general aptitude test which is not viewed by BFT personnel. A post-testing ranked list will be compiled and presented for approval to the Safety Board. Upon approval of the list, BFT selected qualified candidates would then be interviewed by an internal panel, and desired hires would then receive a Conditional Offer of Employment. Candidate(s) must then pass both physical and psychological exams (as required by NFPA guidelines and to be accepted for PERF¹), and a background check. Mr. Tinkey asked why the physical and psychological tests are required and if a firefighter could opt out. Chief Alcorn clarified that the State of Indiana requires by statute that all sworn firefighters must be enrolled in the pension fund; civilian firefighters are not allowed. Once the qualified candidate(s) pass(es) both the exams and background check they will attend a shortened BFT Firefighter Academy. Chief Alcorn noted Advertisement to initiate the process as presented will be activated upon approval by the Safety Board. Mr. Spencer made a motion to approve the hiring process as presented. Mr. Tinkey seconded the motion. There were no further questions or comments and the motion passed by a vote of 2-0; votes were cast aloud.

B. Consideration for Employment

Chief Alcorn requested approval to hire two individuals, with an effective date of May 8, 2023:

- Jeremy Peters, candidate from Firefighter Lateral Transfer process (qualified Firefighter/Paramedic)
- Ryan Adams, current BFT Civilian Paramedic, candidate for Firefighter

Mr. Spencer asked if there is a difference between EMT (Emergency Medical Technician) and Civilian Paramedic. Chief Alcorn confirmed there is: EMTs are certified in BLS (Basic Life Support) and Paramedics are certified in ALS (Advanced Life Support). Mr. Spencer – referencing the hiring process just approved – asked if candidates would need to be Paramedics. Chief Alcorn clarified they would not, only be Firefighter and EMT certified. Chief Alcorn noted that Candidate Ryan Adams was approved by PERF with an excludable condition. Candidate Peters – as an active Firefighter from Terre Haute, Indiana – is already

¹ NFPA (National Fire Protection Association); PERF (Public Employees’ Retirement Fund)



Brownsburg Fire Territory

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enrolled in PERF; the enrollment would be transferred to the BFT. Mr. Spencer asked if both candidates had already passed the psychological evaluation. Chief Alcorn clarified that Candidate Adams has passed both the psychological and firefighter physical evaluations; Candidate Peters (as a lateral transfer who would not be scheduled for a psychological exam) did pass an incumbent firefighter physical evaluation. Mr. Spencer asked if the BFT experiences monetary loss if a candidate fails either test. Chief Alcorn confirmed this is true; however, the tests cannot be conducted until after a Conditional Offer of Employment is extended, although the psychological test, having the higher failure rate, is conducted first. Both Mr. Spencer and Mr. Tinkey enquired if the physical evaluation is an agility test? Chief Alcorn clarified that it is a medical exam conducted by a physician's group which follows NFPA standards, and is the same as the physicals administered annually for all firefighters. Mr. Tinkey made a motion to hire both candidates. Mr. Spencer seconded the motion. There were no further comments or questions and the motion passed by a vote of 2-0; votes were cast aloud. *Note: documentation related to Candidate Adams' excludable medical condition was handed in to Chief Alcorn for destruction.*

VII. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS

Mr. Tinkey asked when the next meeting is expected to be held. Chief Alcorn stated that once the list generated by the newly approved hiring process is assembled, it will be need to be approved by the Board. He anticipates approximately 45-60 days, and will also be presented promotions for approval – potentially, early July 2023.

VIII. ATTORNEY ITEMS

Chief Alcorn had notified Ms. Leminger that her attendance was not necessary; Ms. Leminger did not attend. Mr. Tinkey asked if there was any update regarding Indiana House Bill #1016 ("Police and Fire Merit Board Systems"). Chief Alcorn stated legislation had passed in the House with changes, that Frost Brown Todd (BFT legal) would construct a summary for the Board, and certain items had to occur, e.g., the Hendricks County Firefighters Local #4406 would first need to approve participation then submit a written request to the Town of Brownsburg for approval by their Council, etc.

IX. ADJOURNMENT


Mr. Tinkey made a motion to adjourn. Mr. Tinkey seconded the motion. The meeting was adjourned at 2:20 p.m.



Mr. David Tinkey, Brown Township Representative

10/6/2023

Date




Mr. Don Spencer, Lincoln Township Representative, Chairman

10/6/2023

Date

Mr. Tom Drake, Town of Brownsburg Representative

Date



ATTEST: Tina Betuker, Recording Secretary

10/6/2023

Date