



EXECUTIVE BOARD Regular Meeting

Brownsburg Fire Territory Headquarters
470 East Northfield Drive
Brownsburg, Indiana 46112
Classroom B

MEETING MINUTES
Tuesday, May 16, 2023
6:00 P.M.

Attendees

Travis Tschaenn, Town of Brownsburg Representative (Chairman)
Angela Delp, Brown Township Trustee
Steve Patterson, Lincoln Township Trustee
Tricia Leminger, Attorney
Larry C. Alcorn, Fire Chief
Tina Betuker, Recording Secretary

I. CALL TO ORDER

Mr. Tschaenn called the Brownsburg Fire Territory (BFT) Executive Board (the "Board") meeting to order at 6:00 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. CITIZENS COMMENTS RELATED TO AGENDA ITEMS

None.

VI. APPROVAL OF PREVIOUS MINUTES FROM PREVIOUS MEETING(S):

Regular Meeting: Tuesday, April 11, 2023

Ms. Delp made a motion to approve the meeting minutes dated Tuesday, April 11, 2023 as presented. Mr. Patterson 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. APPROVAL OF EXPENSE REPORT(S):

March 2023 Activity: \$45,767.75

April 2023 Activity: \$159,523.70

Mr. Patterson made a motion to approve the expense reports for March 2023 in the amount of \$45,767.75 and April 2023 in the amount of \$159,523.70. Ms. Delp seconded the motion. There were no questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud.

VIII. EXECUTIVE BOARD ITEMS

Old Business

A. None.

New Business

A. None.

IX. FIRE CHIEF ITEMS

Old Business

A. None.

New Business

- A. Monthly Staff Reports
 - 1. April 2023 Activity

Chief Alcorn presented the monthly staff reports for April 2023 activity. There were no questions or comments.

- B. Assets: Request for Bid/Disposal/Transfer

	ITEM	SERIAL NUMBER	VALUE	NOTES	REQUEST
1	Magocard Enduro Card Printer	Model# 59C8938	\$0	Inoperable; out of date	Disposal
-<END OF REPORT->					

Chief Alcorn requested permission to dispose Item #1 “Magocard Enduro Card Printer” as it was outdated and inoperable. Mr. Tschaenn made a motion to approve disposal of the item listed. Ms. Delp seconded the motion. There were no questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud.

- C. General Order: 2023-3-603 Military Leave

Chief Alcorn requested approval of modified General Order 2023-3-603 Military Leave which now reflects the calendar year as January through December. Mr. Patterson made a motion to approve General Order 2023-3-603 Military Leave as presented. Ms. Delp seconded the motion. There were no questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud.



D. General Order: 2023-4-307 Holidays

Chief Alcorn requested approval of modified General Order 2023-4-307 Holidays which reflected holiday pay from \$100.00/shift to \$5.00/hour. Mr. Peterson made a motion to approve General Order 2023-4-307 Holidays as presented. Ms. Delp seconded the motion. There were no questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud.

Per the Interlocal Agreement

ARTICLE VII • Fire Territory Budget and Finance Matters • Section 7.1. Budget Recommendation.
“The Department shall, no later than June 1 of each calendar year, submit to the Executive Board a proposed budget for all operations of the Territory for the forthcoming budget year...”

Chief Alcorn requested an extension to present the 2024 budget draft at the July 2023 Executive Board Meeting. Mr. Tschaenn made a motion to approve the extension. Mr. Patterson seconded the motion. There were no questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud.

X. ATTORNEY ITEMS

None.

XI. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS

Chief Alcorn introduced Nina Powell as the new Deputy Fire Marshal/Public Educator/Public Information Officer (PIO). DFM Powell was welcomed by the Board.

Ms. Delp, on behalf of Cardinal Elementary School, thanked the BFT for its recent fire response and baby chick rescue.

XII. COMMENTS FROM THE FLOOR

None.

XIII. DATE AND LOCATION OF NEXT REGULAR EXECUTIVE BOARD MEETING

The Board members confirmed the next meeting, as published:

Date and Time: Tuesday, June 20, 2023
6:00 p.m.

Location: Brownsburg Fire Territory Headquarters
Classroom B
470 East Northfield Drive • Brownsburg, Indiana 46112



Brownsburg Fire Territory

Vigilantly Serving Our Community

XIV. ADJOURNMENT

Mr. Patterson made a motion to adjourn. The meeting adjourned at 6:09 p.m.

Meeting minutes are a summary of actions taken at the Brownsburg Fire Territory Executive Board meeting. Please visit www.Brownsburg.org, select "Live and Archived Meetings" from the Government menu, scroll for the desired "Fire Territory Executive Board meeting."

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

[Redacted Signature] _____ Date 7/25/23
Angela Delp, Brown Township Trustee

[Redacted Signature] _____ Date 7-25-23
Steve Patterson, Lincoln Township Trustee

[Redacted Signature] _____ Date 7/25/23
Travis Tschaam, Town of Brownsburg Representative (Chairman)

Attest: [Redacted Signature] _____ Date 7-25-2023
Tina Betiker, Recording Secretary