



EXECUTIVE BOARD Regular Meeting

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

MEETING MINUTES
Monday, October 2, 2023
5:00 P.M.

Attendees

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

I. CALL TO ORDER

Mr. Tschaenn called the Brownsburg Fire Territory (BFT) Executive Board (the "Board") meeting to order at 5:02 p.m.

II. PLEDGE OF ALLEGIANCE; MOMENT OF SILENCE

Everyone in attendance recited the Pledge of Allegiance and observed a moment of silence.

III. ROLLCALL TO DETERMINE QUORUM BY PRESIDING OFFICER

Rollcall was taken and it was determined that all Board members were present.

IV. CITIZENS COMMENTS RELATED TO AGENDA ITEMS

Mr. Jim Murphy, 10726 North State Road 267 – regarding the Memorandum for Tuesday, September 26, 2023.

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

- Regular Meeting: Tuesday, July 25, 2023
- Memorandum: Tuesday, September 26, 2023

Ms. Delp made a motion to approve the minutes for both the Regular meeting dated Tuesday, July 25, 2023, and the Memorandum for Tuesday, September 26, 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.



VI. APPROVAL OF EXPENSE REPORT(S):

July 2023 Activity: \$284,584.10
August 2023 Activity: \$173,962.79

Mr. Patterson made a motion to approve the expense reports for July 2023 in the amount of \$284,584.10 and August 2023 in the amount of \$173,962.79. Ms. Delp seconded the motion. Ms. Delp noted a decrease in EMS collections and enquired if the cause is related to Mutual Aid runs. Chief Alcorn stated Avon Fire Department had covered approximately 500 runs. Division Chief of EMS Zach Bowers was in attendance and stated that the decrease also reflects invoices processed during the COVID disaster which were being written-off as unrecoverable; however, he anticipates that back-processed invoicing to resolve and the collection amounts to increase. There were no additional questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud.

VII. EXECUTIVE BOARD ITEMS

Old Business

A. None.

New Business

A. None.

VIII. FIRE CHIEF ITEMS

Old Business

A. None.

New Business

- A. Monthly Staff Reports
 1. July 2023 Activity
 2. August 2023 Activity

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

B. Assets: Request for Bid/Disposal/Transfer

	ITEM	SERIAL NUMBER	VALUE	NOTES	REQUEST
1	2010 Knapheide Fiberglass Truck Cap with Side Compartments	N/A	\$0	None	List under Municibid
2	Vevor Ultrasonic Cleaners	N/A	\$0	Four (4) units	List under Municibid
	<END OF REPORT>				

Chief Alcorn requested permission to put the listed items out to bid. Mr. Patterson made a motion to approve the items listed to be placed out to bid. 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. Policies

1. Policy #010: General Orders
2. Policy #2023-08-307: Holidays

Mr. Patterson made a motion to approve both Policy #101: General Orders and Policy #2023-08-307: 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.

D. Request(s) for Appropriation: Personal Protective Equipment (PPE)

Chief Alcorn requested the Board's approval to seek an appropriation of \$275,000.00 to be sourced from distributed Public Safety LIT monies. The appropriation would be used to purchase fire gear, fire boots, and SCBA. Quotes have been received totaling \$318,995.00, and the remaining \$43,995.00 would be paid from the 2023 Equipment Replacement Fund (ERF). Mr. Tschaenn asked how long the items would be expected to last. Chief Alcorn stated that SCBA lasts around ten (10) years and boots are replaced as needed. Ms. Delp asked when the items were last replaced. Chief Alcorn stated it has been approximately five (5) years. He clarified that the boots would be second pairs for each First Responder. He also noted that the SCBA had been replaced approximately ten (1) years ago. The appropriation SCBA would be for an additional four (4) that are needed. Chief Alcorn stated that, as these are not continuing expenses, they are a good use of the Public Safety LIT monies (which are not annually guaranteed). Ms. Delp made a motion to approve a requested appropriation of \$275,000.00 from the Public Safety LIT monies (BFT portion). Mr. Patterson 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.

IX. ATTORNEY ITEMS

None.

X. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS

Ms. Delp requested an update on the plans regarding Station 132. Chief Alcorn stated the focus has shifted to the establishment of Station 134/relocation of HQ. Once that project has been completed (at least two years), strategic coverage will be re-evaluated. Taking a 20-year plan into consideration, the data points to a relocation of the current station and establishment of another station (potentially, Station 136) in the area (to support growth prompted by the northern extension of Ronald Reagan Parkway corridor).

Ms. Delp also asked how far out the establishment of Station 135 would be. Chief Alcorn stated that station planning – which would be located south of Brownsburg near Green Street/U.S. 267 – is around 6-8 years out. He noted that property is being explored to ensure the BFT is not locked out of available sites.

XI. COMMENTS FROM THE FLOOR

Mr. Jim Murphy, 10726 North State Road 267

- Enquired status of Station #134. Chief Alcorn stated a property has been identified and talks with the seller are in progress. A Purchase Agreement is being constructed by the attorney for the seller's review, with plans to appropriate the funds before the end of 2023. Once purchased, an architect will be secured.
- Enquired the accessibility by public safety to areas under construction. Referencing the Ronald Reagan Parkway northern extension project, Mr. Murphy stated his appreciation of Hendricks County's North CR 900 East/East CR 750 North regrading/ditches which allow farm equipment access



Brownsburg Fire Territory

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and asked for the EB or Town of Brownsburg to submit a letter to the Hendricks County Board requesting that the intersection be re-opened (currently, traffic is being re-route to Raceway Road). Chief Alcorn stated he was willing to revisit the site during the coming week and would submit a letter to the Hendricks County Board. Chief Alcorn stated that construction detour doesn't necessarily mean no access for public safety. Plans are in place to manage those areas, noting that sometimes apparatus located from different stations are dispatched as a "whomever arrives first" approach. Ms. Delp asked if the construction areas are included in CAD¹. Chief Alcorn stated construction is not included.

Ross Sergi, BFT Firefighter/IAFF 4406 Brownsburg Fire District President – stated his appreciation of the Board's support.

XII. DATE AND LOCATION OF NEXT REGULAR EXECUTIVE BOARD MEETING

The Board – having rescheduled the Tuesday, September 26, 2023, to Monday, October 2, 2023 - agreed to cancel the Tuesday, October 17, 2023 meeting and confirmed the next meeting, as published:

Date and Time: Tuesday, November 21, 2023
6:00 p.m.

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

XIII. ADJOURNMENT

Ms. Delp made a motion to adjourn. Mr. Patterson seconded the motion and the meeting adjourned at 5:23 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




Angela Delp, Brown Township Trustee

11/21/23
Date



Steve Patterson, Lincoln Township Trustee

11-21-23
Date



Travis Tschaenn, Town of Brownsburg Representative (Chairman)

11/21/23
Date

Attest: 

Tina Betuker, Recording Secretary

11/21/23
Date

¹ Computer Aided Dispatch: system utilized by the Hendricks County Communications Center (HCCC) for dispatch.