

Madison Township Board Meeting
7047 E. Landersville Rd. Camby In 46113
January 19, 2023
7:00 pm

Agenda

- I. **Call to Order:** The meeting was called to order by Jim Johnson at 7:00 pm.

Present: Larry Ellis, Jim Johnson, Ronnie McClure, Nelson Hoggatt, Tina Turner, Jeff Wilson, Anthony (Tony) McClure.

Absent: None

- II. **Pledge of Allegiance:** Pledge was recited by board and audience.

- III. **Prayer/Moment of Silence:** Observed by board and audience.

- IV. **Agenda Items:**

- V. **Adoption of Minutes:**

Ronnie made a motion to accept the meeting minutes from 1-3-23, 2nd by Jim.
Motion passed 3-0.

- VI. **State of the Township Address:**

Larry began his discussion by saying he wanted to discuss some of the issues with the past administration and what we want to do going forward.

He said an issue of concern is the Haynes Roofing project. He has been trying to get a meeting with Haynes but has been unable to do so because Haynes has been out of state on another job. He has requested a meeting with Haynes for next week and the board will select the next contractor to complete station #32. We have hired an independent inspection contractor to evaluate station #31 on Friday afternoon to ensure that work was properly done and we will get a written report about that inspection. We will continue to have inspections of performed work going forward, regardless of who does the work.

Larry said the township has some internal policies that are outdated, and in some cases, non-existent so we have created a list of policies we will have going forward.

- Electronic communication policy. We want to make sure in-house computers are secure, e.g., having cyber security in place, not sending out info that should not go out, and making sure people are not going to inappropriate sites on township computers and things of that nature.
- Key policy to determine who has keys and who does not have keys, who gets into what buildings, and to ensure our buildings are secure.
- Credit card policy. We have a credit card policy.

We are going to bring these policies we are creating to the board. The board is welcome to make suggestions on these policies and we will work together to bring policies that work for the township;

- Contracting Policies
- Nepotism
- Conflict of Interest
- Loss Prevention (that one will be gone through very thoroughly), is keeping track of what we have, making sure it is not walking off
- Mileage Records are now being kept
- Take Home Vehicles
- Time Sheets are now being taken care of by salaried employees
- Things to take care of for the State.

We will put these policies in a binder for new hires' orientation where they will sign off on and agree to before they are hired. They will be placed in their personnel file where we can refer to them if needed.

We need a vehicle preventive maintenance program. Our past program has been a fix-it program. If it breaks, fix it. I am working with Deputy Chief McClure now to create a preventative maintenance program where our apparatuses will be maintained. We are going to limit our number of vendors for repairs so that we know where our apparatuses are at all times. We are going to pull our SUV's out of dealership maintenance and take them to Green's Automotive, a local business. Streamlining our maintenance will also benefit our clerk in doing her work.

Get cemetery maintenance up to speed. We are responsible for our cemeteries. Most of our cemeteries are in disarray. Starting with centenary cemetery, we are going to restore one cemetery a year. We are going to try and get some volunteers and straighten these cemeteries out. We are going to plot, decorate, and take care of veteran graves.

July 4th all day community event with car show and fireworks. Charge participant entry fees and a small resident entrance fee, corn hole, concessions, bring a food truck and take a percentage, choral group and high school band, patriotic

participation, fire truck bounce house, and vendors. We want this to be an all-day event that is family friendly, we want to get the community involved and we need volunteers, so pass that around.

July 4th 2025, 70-year anniversary. We believe we have located the 1st fire truck Madison Township owned and it is in Connersville, In. If it is not available, we have someone who has offered to donate one to us. Would like to refurbish and use in parades. We already have an individual interested in donating to the restoration as well as volunteers who have expressed an interest in helping with the restoration. We would like to unveil this truck at this event.

Would like to have 3 events a year. Possibly a fund raiser for Firefighters/EMS, one for the 4th of July, and one for a family in our community. Bring hour ideas. They do not have to be all about the fire department. They can be about the community.

Talked with Rich Meyer about having a sheriff's office in station #32 to share a presence in our area.

Would like fire department website and township website separate. It will have a Trustee's corner where individuals can ask questions.

Talking to new insurance companies. We can shave \$30,000 off our insurance bills and have better insurance that would have towing in case one of our apparatuses gets stuck in the snow.

We have neglected station #31 in the past in hopes of building a new fire house. That hope is still alive, but it is just an ember. We need to make Station #31 livable, installing steel front door, other doors need to be replaced, holes in siding, bay area walls are gray and black from diesel fuel, need pressure washed, need plymovent system working to get the diesel exhaust out of the building, need to paint bay floor with epoxy. 2022 concrete work was not completed, need to get bids again this year. We will give them the specs. A fire fighter is donating gravel and dirt to fill in holes.

When it comes to spending money, the board will know what is going on. We have absolutely nothing to hide.

VII. Public Questions and Statements:

Ronnie suggested we handle our documents procedures electronically to protect them from inadvertent destruction. Larry said we are talking with our IT people about how we might improve how we deal with our electronic communications.

Gregg Terhune said he would like our attorney to send a notice to Haynes Roofing so that Haynes Roofing knows we are quite serious about this issue. He is also glad to

hear us doing something about internal controls. He said that is something that has been mentioned on every single state audit report he has been following, as far as 2006. He is also glad to hear about a vehicle maintenance program being discussed. It's something he has mentioned many times. He has been concerned about the lack of vehicle maintenance. He said he is glad to hear that we are going to take care of the cemeteries and that we might want to talk to Joanne Stuttgen. She is a Historian, a doctor of history, and she is in Martinsville. She has been interested in cemeteries, especially those that have been turned over to townships. He said he is also fascinated with our food truck idea and recommended Black Dog Brewery as a participant.

Dawn asked if there is a date the website will be up and running. Larry responded that work is being done on that but they are having trouble coming up with a domain name. Once we have a good domain name it should not take much time at all to get it up and running. Dawn said it's important to get all the information from the fire department website loaded onto the new website before they are deleted, as well as meeting notes. Jeff responded that we can't get them all. Dawn said she has some questions about the fire department website. She knows that firecompanies.com has an employee logon capability, but she does not know if we use that because they never got together to discuss it. She offered to help with that as well. She said if we are going to have an electronic communications policy and we use that website, the information will be recorded and stored on that website. We would then need to logon at a specific time every day and see if we have any electronic communications.

Nelson said at the January 3rd meeting there were a lot of questions about salary resolution and that he had made up a spreadsheet with the salary numbers that were provided on the salary resolution worksheet handed out at the January 3rd meeting. What is missing from the worksheet is a breakdown of the money left in the budget after paying out the salaries detailed on the first 6 lines of the worksheet. Jeff agreed to fill in those numbers on Nelson's worksheet and Nelson will provide that information at the next meeting. Dawn said we need to know the numbers that go into determining if we are within budget.

VIII. Clerk Report

Clerk Tina Turner said she is coming up to speed with TOMS. Closing out 2022 bills and making sure they get paid in 2022 budget numbers. She said she thinks the last 2022 bill was paid yesterday. She is looking at how to do the bank reconciliation with TOMS.

The pay period will now start on Sunday and end the second Saturday. Whoever is working that first Sunday will have the long shift. It will be easier to track who should be on the overtime hours and the salaried positions at the second pay period.

Tina is working with Accupay to see if they can change our pay cycle. She only has one pay cycle left that was supposed to end on Friday. She was asked to extend it to Saturday so it would be 15 days instead of 14 and then the next pay period would start on Sunday. She will get back with Accupay and if we do not have it confirmed it will not start it at this time. If we do switch to the new pay cycle the processing will still be on Monday and paid on Wednesday. She said the deadline for processing is Monday at noon but we really have until Tuesday afternoon. Tina doesn't know if the board has to approve changing the payroll date or if she could just talk to Larry about it. When she talks to the processor, she will find out if they can do it or not for this pay period.

Another issue, we are totally funding the salaried employees PERF through the township (audience member said we should not be) and Tina responded that well we are. We are also paying social security on those employees. She has reached out to our congressman, Jim Baird's office about benefits. We are going to get our full-time employees to provide a privacy release so their tax records can be viewed. The congressman's office will push through for the IRS to get those full-time employees removed from having to pay social security. Trudy stated we should never be paying for fulltime. The board has never approved that and we have the paper work, so that should not be happening. The board approved that a portion of the PERF gets paid by the firemen and it appears that the PERF people take the money out of the account for the whole pension, but we are supposed to be collecting from the payroll our portion, so it looks that on the W2 the taxable amount should be different from the total wages. Trudy said this board has not approved any PERF. Jim suggested this needs to be settled outside the meeting and we are going to need somebody to get this straight. Tina said many things are being entered into TOMS but they are not being paid for through TOMS. There are problems with credit card bills (Direct TV, Rays, etc.) and the need for improvement for tracking expenses charged to the credit cards. Larry said Tina is doing her best to streamline everything. Ronnie suggested making PERF and item for the next agenda. Trudy said there are no records for credit card bills. Someone said Anthony has the only credit card now. Anthony said we now use a Purchase Order form and very few can make purchases.

IX. Fire Chief Report

Chief Wilson would like to have had an annual report from last year for two reasons; 1. He's way too busy to get it done because it will be several pages, 2. The record keeping was so bad that he couldn't find anything he wanted. Next year he will make his own. What he does have; last years responses = 1024, just under 3 a day, total apparatus trips, which is the number of rigs that actually leave the fire station = 1976, engine 31 = 276 calls, ladder truck = 622, medic = 636, rescue squad = 54, brush truck = 47 most of them him as a paramedic, tanker = 35, structure fires = 25, percentage of fire to EMS = 70.68 EMS, so about 30% fire which is close to the

national average, EMS billing = 556,834.52, adjustments and write-offs = 383,760.92, for a total of revenue collected by the fire department = 212,993.72, 43 calls this year which is about average, 29 open shifts of 133, that is about 9,000 in payroll we haven't used to fill those shifts. Dawn asked if we have reports with a breakdown on when we respond to calls out of our area and when other fire departments respond to our calls. Jeff said he has been unable to find a lot of records, but we are doing this, starting this year. Jeff said of the 25 fires last year, everyone would have been on those, Brown, Mooresville, probably Brooklyn.

X. Resolutions

Jeff got called out on a paramedic run and Tony took over the presentation. Gregg Terhune suggested assigning numbers to the resolutions to facilitate tracking them in the future. The salary resolution from the 1-3-23 will be labeled 2023-01. It was recommended that we limit the resolution discussions to 5 resolutions due to time constraints. There was some discussion about the particulars of each resolution. Resolutions outcomes listed below :

2023-02 MTFD wants to inter into an equipment trade with White River township. Ronnie made a motion to table resolution 2023-02 until the rest of the resolutions have been evaluated, 2nd by Jim. Motion passed 3-0.

2023-03 Some terminology changes were suggested and made to the resolution. The resolution allows MTFD to explore the sale of unneeded scuba gear.

Ronnie made a motion to accept the changes to resolution 2023-03, 2nd by Jim. Motion passed 3-0.

Ronnie made a motion to accept resolution 2023-03 with the changes approved by the board, 2nd by Jim. Motion passed 3-0.

2023-04 Some terminology changes were suggested and made to the resolution. The resolution allows MTFD to explore the sale of a 2014 Ford Interceptor.

Ronnie made a motion to accept the changes to resolution 2023-04, 2nd by Jim. Motion passed 3-0.

Ronnie made a motion to accept resolution 2023-04 with the changes approved by the board, 2nd by Nelson. Motion passed 3-0.

2023-05 Some terminology changes were suggested and made to the resolution. The resolution allows MTFD to explore the sale of a 2009 Peirce Fire Engine.

Ronnie made a motion to accept the changes to resolution 2023-05, 2nd by Jim. Motion passed 3-0.

Ronnie made a motion to accept resolution 2023-05 with the changes approved by the board, 2nd by Jim. Motion passed 3-0.

2023-06 Some terminology changes were suggested and made to the resolution. The resolution allows MTFD to explore the sale of a 2009 Ford Horton Ambulance. Ronnie made a motion to accept the changes to resolution 2023-06, 2nd by Jim. Motion passed 3-0.
Jim made a motion to accept resolution 2023-06 with the changes approved by the board, 2nd by Ronnie. Motion passed 3-0.

2023-02 (tabled earlier) MTFD wants to inter into an equipment trade with White River township.
Ronnie made a motion to accept resolution 2023-02 as written, 2nd by Jim. Motion passed 3-0.

XI. Deputy Chief Report

We have upgraded some of our computers. We have replaced Trustee Ellis' computer with a desktop and he will retain his old laptop. We are looking to improve our WIFI. We are going to a new scheduling software. We have about 55 applicants currently. We will be testing on February 4. We will be filling 3 full-time fire fighter spots and could potentially be 4. We have 5 part-time paramedic applications.

XII. Public Questions and Statements

None.

XIII. Determine Meeting Dates

February 16, 2023 7 PM
March 16, 2023 7 PM
May 11, 2023 7 PM
July 13, 2023 7 PM
September 14, 2023 7 PM (Budget Hearing)
September 28, 2023 7 PM
November 16, 2023 7 PM
December 2023 (Year-end work, no date set yet)

XIV. Good to the Order

None.

XV. Adjournment

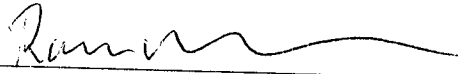
Ronnie made a motion to adjourn the meeting at 9:10, 2nd by Jim. Motion passed 3-0.

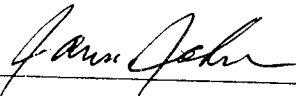
Minutes prepared by Nelson Hoggatt, Board Member Secretary


Dated this 16th day of February, 2023.

AYE

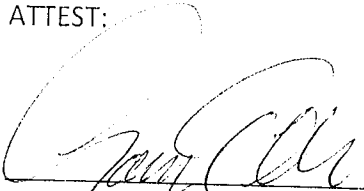
NAY







ATTEST:



Larry Ellis, Madison Township Trustee