



Brownsburg Fire Territory

Vigilantly Serving Our Community

Brownsburg Fire Territory
SAFETY BOARD MEETING

Brownsburg Fire Territory
Fire Station #132
7455 East County Road 1000 North • Brownsburg, IN 46112

AGENDA

Tuesday, March 5, 2024
2:00 P.M.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE; MOMENT OF SILENCE
- III. ROLLCALL TO DETERMINE QUORUM BY PRESIDING OFFICER
- IV. APPROVAL OF PREVIOUS MINUTES FROM MEETING: Monday, February 5, 2024
- V. SAFETY BOARD ITEMS

Old Business

- A. None.

New Business

- A. Lateral Transfer Hiring List: Request to Hire

- VI. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS
- VII. ATTORNEY ITEMS
- VIII. ADJOURNMENT



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Brownsburg Fire Territory SAFETY BOARD MEETING

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

MEETING MINUTES
Monday, February 5, 2024
2:00 P.M.

Attendees

Jay Puckett, Lincoln Township Representative, Chairman
David Tinkey, Brown Township Representative, Vice-Chairman
Tom Drake, Town of Brownsburg Representative
Deputy Chief of Administration Todd Miller (*for Larry C. Alcorn, Fire Chief*)
Scott Krapf, Attorney
Tina Betuker, Recording Secretary

I. CALL TO ORDER

As Mr. Spencer resigned from Brownsburg Fire Territory (BFT) Safety Board ("Board"), Mr. Tinkey (as Vice-Chairman) called the meeting to order at 2:15 p.m.

II. PLEDGE OF ALLEGIANCE; MOMENT OF SILENCE

Everyone in attendance recited the Pledge of Allegiance.

III. ROLL CALL TO DETERMINE QUORUM BY PRESIDING OFFICER

Roll call was taken and it was determined that quorum was met.

IV. CHAIRMAN APPOINTMENT

Mr. Drake made a motion to appoint Mr. Tinkey as Chairman for 2024. Mr. Puckett seconded the motion. There were no questions or comments and the motion passed by a vote of 2-0; votes were cast aloud.

V. VICE-CHAIRMAN APPOINTMENT

Mr. Puckett made a motion to appoint Mr. Drake as Vice-Chairman for 2024. Mr. Tinkey seconded the motion. There were no questions or comments and the motion passed by a vote of 2-0; votes were cast aloud.

VI. APPROVAL OF PREVIOUS MINUTES – Monday, October 30, 2023

Mr. Drake made a motion to approve the Monday, October 30, 2023 meeting minutes as presented. Mr. Tinkey seconded the motion. Mr. Puckett, not being a Board member at the meeting, abstained. There were no further questions or comments and the motion passed unanimously by a vote of 2-0; votes were cast aloud.



VII. SAFETY BOARD ITEMS

Old Business

A. Consideration for Hire

Attorney Krapf recommended that the Board consider New Business Item A. Lateral Transfer Hiring List Amendments before discussion of hiring from the list.

New Business

A. Lateral Transfer Hiring List Amendments

Mr. Puckett made a motion to add Austin Monday and Scott Holmes to the active Lateral Transfer Hiring List. Mr. Drake seconded the motion. Mr. Puckett, as a new member requested clarification on the use of hiring lists. DC Miller stated hiring is conducted from Board approved lists, that these lists are built through processes pulling from two separate pools:

(1) Lateral Transfer Hiring List

- a. Firefighters active with another department for at least the prior three years
- b. Already enrolled in the Indiana Public Employees Retirement Fund (PERF)
- c. Qualified and Interviewed
- d. Preferred pool to replace retiring employees

(2) Firefighter Hiring List

- a. Interested parties who meet qualifications; not currently active with another department
- b. Interviewed

There were no further questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud.

DC Miller requested that the new list be re-ordered, as follows:

0. Jacob Alvarez...Hired 11/20/2023
1. Trent Ballew
2. Austin Monday
3. Scott Holmes
4. Joshua Skaggs
5. Richard S. McClain

Mr. Puckett made a motion to re-order the Lateral Transfer Hiring List. Mr. Drake seconded the motion. There were no questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud.

Mr. Tinkey noted an email the Board members had received regarding a pending retirement. DC Miller confirmed the submitted retirement notice by Lieutenant Anthony Smith.

Mr. Drake made a motion to hire Trent Ballew as a Lateral Firefighter. Mr. Puckett seconded the motion. DC Miller noted that Candidate Ballew had interviewed well and, if approved, would be hired with an



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effective start date of Monday, February 12, 2024. Mr. Drake asked where Candidate Ballew had been working. DC Miller stated he has worked nine years with Madison Township near Mooresville, Indiana. There were no further questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud.

B. Performance Evaluations 2023

DC Miller stated that the Performance Evaluations for 2023 were being conducted. Deputy Chief of Operations Jeff Wilson was in attendance and stated that C-Shift had been completed and that A-Shift and B-Shift were in progress. Mr. Tinkey asked how long before these would be completed. DC Wilson stated he expected the remainder within approximately two weeks. DC Miller noted that any Board member who chose to review the completed evaluations could make an appointment to view them at Headquarters. Mr. Puckett asked how often the evaluations are conducted. DC Miller stated they are performed annually for the prior year. Mr. Puckett asked if compensation was adjusted during the evaluation. DC Miller clarified that wages and benefits are managed under the annual budget process. Mr. Puckett asked if adjustments are made individually or as a whole. DC Miller stated that only Longevity Pay is stepped.

VIII. BOARD COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS

Mr. Drake made a motion to approve that the next scheduled Safety Board meeting be held at Fire Station #132 located 7455 East County Road 1000 North, Brownsburg, Indiana 46112. Mr. Puckett seconded the motion. There were no questions or comments and the motion passed unanimously by a vote of 3-0; votes were cast aloud.

IX. ATTORNEY ITEMS

None.

X. ADJOURNMENT

Mr. Drake made a motion to adjourn. Mr. Puckett seconded the motion. The meeting was adjourned at 2:28 p.m.

Mr. David Tinkey, Brown Township Representative, Chairman

Date

Mr. Jay Puckett, Lincoln Township Representative

Date

Mr. Tom Drake, Town of Brownsburg Representative, Vice-Chairman

Date

ATTEST: Tina Betuker, Recording Secretary

Date