



**BOARD OF SAFETY
PUBLIC MEETING
WEDNESDAY OCTOBER 28, 2020**

CALL TO ORDER: 6:04 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL:

___ Joshua Govert, Member	Present
___ James Olthoff, Member	Present
___ Norman Norm Stick, Member	Present
___ David David Villalobos, Vice Chairman	Present
___ Lester Charlie Kaper, Chairman	Present
___ Ralph Miller, Town Council Liaison	Present
___ William Fisher, Police Chief	Present
___ Todd Wilkening, Fire Chief	Present

PUBLIC COMMENT:

None

APPROVAL OF THE MINUTES:

**Approval of the minutes of the Board of Safety meeting of Wednesday
September 23, 2020**

Motion made by Norm Norm Stick and seconded by David David Villalobos to accept the minutes.

Vote- 5	Govert	Yes	Norm Stick	Yes
	Olthoff	Yes	David Villalobos	Yes
	Charlie Kaper	Yes		

**Approval of the minutes of the Board of Safety meeting of Wednesday
October 5th, 2020**

Motion made by David David Villalobos seconded by Jim Olthoff

Vote- 5	Govert	Yes	Norm Stick	Yes
	Olthoff	Yes	David Villalobos	Yes
	Charlie Kaper	Yes		

COMMUNICATIONS:

Police Department:

(1). Chief Fisher read letters received to the Police Department on behalf of citizens thanking Officers for their assistance.

- Four letters were received from Congressman Visclosky's Office for the awards presented to the Officers on the incident on Wheeler Street
- Letter received from Bower and Falk, Attorneys at Law for Cpl Ryan Miller in his assistance to help Mr. Falk with a flat tire when he and his wife were traveling to the airport.
- Letter received from Lloyd Elliot for the work in which Officer Jarrett Norm Stickle conducted on a case he was working.
- Deputy Chief Brittingham received an email from the Family of the slain kids thanking him for all that he had done to ensure justice took place for the death of their son.

Fire Department:

(1) No Communication

EXPENDATURES:

Police Department: Chief Fisher reviewed the Purchase Orders for the month of September 2020. Chief Fisher advised that we had Northwest Indiana Auto Supply for the Town Garage and for Nagy's Automotive for an engine light on unit 37. It was found that the vehicle had been over filled and he had just had his oil changed. Charlie Kaper asked where the oil change was done and Chief Fisher advised the Town Garage. Charlie Kaper asked if we keep track of these issues and Chief Fisher advised that we already do.

Fire Department: Chief Wilkening reviewed their Purchase Orders for the month of September 2020. Chief Wilkening stated that the flow test was not completed yet, but the cost was encumbered as well as the ladder testing, done annually. Fire Service does not test, but UL completes the testing. Engine 12 has a brake and wheel seal problem, which the expense will go to the Township as it is their truck. Charlie Kaper asked about having to have money in the line item for that vehicle, Chief Wilkening advised that we do not. Rescue Truck light tower was fixed and they have a punch list on the ladder truck that has to be completed by the end of the year. We also have a punch list for the older Engine, Engine 13. We just had a bunch of work done on the Engine 13, but have a list of items still needing completed. We need to work on getting a new Engine. Our newest engine is from 2008. Charlie Kaper asked if the Fire Department had the money to take care of these two vehicles. Chief Wilkening advised that he did not, and that the budget has been turned over to the Town Council for repairs and Jennifer is working on additional appropriations for personnel, overtime and repairs

TRAINING:

Police Department:

- (1) Chief Fisher advised that Cpl. Machalk attend a Grant Webinar. About an hour ago, we received notification that we were awarded a \$50,000 grant. The research on this Grant is that it was for a Hybrid Vehicle. During our conversations it was learned that the Fire Department was also looking into the same Grant. We partnered up and will be receiving the Grant for two vehicles. The entire Department completed Firearms Training for the year, Commander Kilgore and Officer Huppenthal attended a Pepper ball Training class, and Cpl. Miller and Officer McDowell attended training for the NWI Swat Team at the MAAC Center.

Fire Department:

- (1) Chief Wilkening stated that this month there was 45 trainings on top of the regular checks of equipment that is done daily. We are focusing on water rescue stuff, which we do towards the end of the year. Each crew is doing water rescue, done in the summer and fall. David Villalobos asked how the training took place; Chief Wilkening stated that they have their boat out with Divers in the water. David Villalobos asked about the statement of the water being too low, Chief Wilkening stated that they did have to bring someone over to pull the boats back to get them off the lifts, due to the lack of water in the lake.

OLD BUSINESS:

Police Department:

- (1). **Squad Cars**- Chief Fisher advised that the Durango is in and will be picking it up on Monday. We will get it over to PDS to get the equipment installed and will probably take about 4 weeks. The Truck is not in yet and is believed to be in by December as the Plant just opened back up.
- (2). **Policy Update**- We just finished chapter 3 and have been going through it with the administration and will get it out for legal, then to you for approval. We have been discussing which chapter is next and my most likely are with uniforms.
- (3) **Gun Range** – Norm Stick asked about the gun range and Chief Fisher advised we were still working on it. Councilman Ralph Miller spoke and stated that the last JMO meeting, he spoke with the two Council Members and they are taking it to the Lowell Council for discussion. A brief discussion between members about Lowell vs owning our own range.

Fire Department:

- (1). **Ice Racing** – Chief Wilkening stated that the last few years, the ice racing group have been using South Shore for the races. With the sale of South Shore, Govert came to the Council and asked to use the town Grounds for the racing. We took over as the EMS and rescue operations and have been successful. Council is considering the use of the Grounds, which means we will have to have personnel down here with equipment and a supervisor during the races. Some questions came from David Villalobos on the additional costs and who picks up those costs. Chief Wilkening stated that the Council has been picking up the additional costs, like Summerfest for both Police and Fire. David Villalobos asked if the Council was good with that, and

as of right now they are. Chief Wilkening also advised that they provide an Ambulance for the school for Friday night games which the Town currently pays for. A brief discussion between members on the Fire Department developing a fee structure, which Chief Wilkening stated they already have set up. Charlie Kaper stated that he would like to see a copy of the fee structure and know if they have enforced it with anyone to date to cover the costs at minimum.

- (2) Norm Stick brought up the discussion on updating your SOP Manuel. Chief Wilkening stated that he received some SOP's from other departments and has been working with the Police Department on their format. Charlie Kaper suggested that they work on the ranking structure, like the Police are currently completing so that the Board can approve both at the same time. Chief Fisher then advised that he has a meeting schedule on Monday with Lexipol for updating all current Policy's for the Police Department. Chief Fisher advised that he is going to speak to Lexipol about combining both Police and Fire to have 1 concurrent bill for the Town. Chief Fisher explained how Lexipol operates and how they update Policies.

NEW BUSINESS:

Police Department:

- (1). **Monthly Activity Report**- Chief Fisher discussed the Monthly Report provided to the Board of Safety Members for the month of September.
- (2). **New Hire Update** – Packets have been completed, just waiting for PERF response
- (3). **Part Time Personnel** – We started Cindy Hollandsworth, she was a former dispatch for us and left when we went to Southcom. She currently works for Southcom as a dispatcher.

Fire Department:

- (1) **Monthly Activity Report** – We had 119 total calls for the month, 17 township calls, 9 mutual aide calls, 4 building fires, EMS and Extrication calls are up. Chief Wilkening then explained the format to which the members were looking at and where the totals are located. A brief discussion with the members for calls for service.
- (2) **New Hire List** – Chief Wilkening advised that he currently has a list that was developed prior to becoming part of the Board of Safety and asked the Board for permission to utilize this list until it expires. Charlie Kaper asked if this was for Full Time Personnel only; Chief Wilkening advised it was for Fulltime only. Chief Wilkening is seeking permission to offer that when the position opens up and bring that person before the Board so that you can interview him/her or meet them. Chief Wilkening stated that they currently have 12-13 candidates on this list, but that the list will be gone through pretty quickly as most of them are also on lists throughout the area. Chief Wilkening would like to have the list last for 1 year, due to the amount of turnover within the Department.
- (3) **Promotion for Fire Department** – Chief Wilkening asked if there was a process to promote two personnel. Both Full Time positions, 1 Battalion Chief and 1 Lieutenant. Chief Wilkening stated that he needed to promote some Supervisor's. David Villalobo's asked how the promotions were determined. Chief Wilkening

stated that its performance based. They are not tested, as they are already tested and have criteria to meet. This is based on Performance, Fire Officer 1 certified, Instructor, Driver/Operator Certified and typically EMT or Paramedic. They have had to pass strategy and tactics and I base it on performance from there. Chief Wilkening stated that we try to promote the people that have been there the longest, have the most experience due to the turnover of personnel. Chief Wilkening stated that he could not even use the years of service due to the amount of turnover. Charlie Kaper asked about the budget and if it was budgeted for this time of year. Chief Wilkening stated that it would not start until next year and it was budgeted for next year. Jim Olthoff asked if there was a person qualified for the Battalion Chief's Position or is there more than 1 as well as the Lieutenant. Chief Wilkening stated that they are the only ones qualified at this time. Charlie Kaper stated that he needs a process so that and we need a break down of the rank and file. Chief Wilkening stated he will bring it to the next meeting.

Motion made by Norm Stick to grant the Chief's request to utilize the current list of candidates and keep eligibility from October 1st, 2020 to October 1st, 2021 or until the list is exhausted seconded by Jim Olthoff.

Vote- 5	Govert	Yes	Norm Stick	Yes
	Olthoff	Yes	David Villalobos	Yes
	Charlie Kaper	Yes		

VIPS REPORT:

(1) Lt. Tim Layer gave the report of the VIPS for the Month of September.

PUBLIC COMMENT:

ADJOURNMENT: Motion made by Josh Govert and seconded David Villalobos to adjourn at 7:14pm

All in favor.

Executive session held before the meeting at 5:30 p.m.

All Executive sessions pertained to Indiana Code 5-14-1.5-6.1(b)
Reference for discussion Personnel.

Chairperson, Lester C. Charlie Kaper	Present
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Vice Chairman, David Villalobos	Present
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Member, James Olthoff	Present
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Member, Josh Govert	Present
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Member, Norman Norm Stick	Present
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