



## Town of Cedar Lake Board of Safety Public Meeting Minutes Wednesday, October 27, 2021 at 6:00 PM

**CALL TO ORDER:** Kaper called the meeting to order at 6:10 pm and asked for a moment of silence to remember Commander Jim Keilman who recently passed away.

### PLEDGE OF ALLEGIANCE

#### ROLL CALL:

Present	Joshua Govert, Member	Present	Ralph Miller, Town Council Liaison
Present	James Olthoff, Member	Present	William Fisher, Police Chief
Present	David Villalobos, Member	Present	Todd Wilkening, Fire Chief
Present	Norman Stick, Vice Chairman	Absent	Carl Brittingham, Deputy Chief Police
Present	Lester Kaper, Chairman	Absent	Nick Mager, Deputy Chief Fire

It is to be noted for the record that Town Attorney David Austgen is present.

**PUBLIC COMMENT:** Kaper called for Public Comment three times; none received.

**APPROVAL OF MINUTES for Wednesday, September 22, 2021:** A motion was made by Josh Govert, seconded by David Villalobos, to approve the meeting minutes.

Govert	Olthoff	Villalobos	Stick	Kaper	Vote
Yes	Yes	Yes	Abstain	Yes	4-0

**VIPS REPORT:** Lieutenant Layer reviewed the detailed report including call and training hours. All members met their monthly hour requirement with 91 total hours. Layer reported no call outs but did assist Lowell PD with escort for funeral of Lowell officer's son. Layer reported that he and Sergeant Yauger were in attendance at the Cedar Lake Farmers Market today and one application went out.

**COMMUNICATIONS:** Chief Fisher read a letter received from Senator Mike Braun's office noting gratitude and appreciation for the acts performed by law enforcement at Lake Central High School on September 8, 2021. Fisher read three cards from Ms. Flores' class thanking the police department. Fisher read a card from Commander Keilman's wife and family thanking the police department for the kindness and support during the procession to the funeral home, at the viewing and the funeral mass at the church. Chief Wilkening read a card from Commander Keilman's wife and family thanking the fire department for the kindness and support for the escort service provided. Wilkening read a letter from Chief Fisher thanking the fire department for escort services provided for Commander Keilman. Wilkening stated they received an invitation from a day care center in the township for a visit and pumpkin pie. Chief Fisher indicated letters were sent to Cedar Lake VIPS, Cedar Lake Fire Department, Crown Point EMA, Crown Point Police Department, Lowell Fire Department and St. John Police Department for the support and services they provided for Commander Keilman's viewing and funeral services.

#### STAFFING:

- 1. Police Department:** Chief Fisher reported updates on the three officers on injured reserve: Stickle has an appointment next month, but is currently out with COVID; Matson has an appointment next month; Miller will be having surgery in the next few weeks. Fisher reported

the two academy candidates will graduate on November 15 and will start in field training running through February. Fisher confirmed to Kaper that the graduation ceremony was not open to the public again this year due to COVID, but would be available online to view.

2. **Fire Department:** Chief Wilkening reported one full-time staff person at the University of Chicago with a medical problem with possible release this afternoon and back to shift on Saturday. Wilkening asked the Board to amend the agenda to rehire Robert VanKuiken as a full time.

A motion was made by Norman Stick, seconded by Jim Olthoff, to amend the agenda to consider hiring Robert VanKuiken.

Govert	Olthoff	Villalobos	Stick	Kaper	Vote
Yes	Yes	Yes	Yes	Yes	5-0

Chief Wilkening stated this position was approved by Town Council based on board approval and requested letter to the Council. He confirmed to Kaper first shift would be December 27, 2021.

A motion was made by David Villalobos, seconded by Jim Olthoff, to approve the hire of Robert VanKuiken.

Govert	Olthoff	Villalobos	Stick	Kaper	Vote
Yes	Yes	Yes	Yes	Yes	5-0

Chief Wilkening stated the second position the Council approved for next year is based upon the ordinance that he and the Town Attorney were working on pertaining to Fire and EMS Billing to help support that position. He would like to offer that position to the #2 position on the hiring list when ready and would schedule interviews with the Board accordingly. Austgen confirmed for Villalobos that the ordinance would be ready by the first of the year. Wilkening indicated he also has three applications for volunteers, 1 female and 2 males. The female applicant does have her EMT certification, but no fire background. Wilkening stated he would bring the volunteers to the next meeting for introduction.

#### **FINANCE:**

##### **1. Purchase Orders - September 2021:**

- a. **Police Department:** Chief Fisher reviewed the purchase orders. Fisher had Sergeant Kidd, who was present in the audience, approach to show Kaper what the vest and vest carrier were in the Purchase Order, noting replacement approximately every 5 years and the carrier cost is \$260 depending on what is on it. He stated the department purchases the first vest for the officer, then they replace it thereafter. He stated one of the purchase orders noted the drone, explained it had been purchased through a donation from Schillings and the two drone pilots and drone were present tonight to demonstrate operation after the meeting.
- b. **Fire Department:** Chief Wilkening stated they had only one purchase order for the month from building repairs on the upstairs, noting it was for equipment only as IT Director Wroe completed the work, saving them approximately \$4,000.

Chief Fisher stated that he and Chief Wilkening both went through Council to amend their budgets to transfer funds. Fisher indicated the Police Department will be purchasing a LPR (License Plate Recognition) program to get into the program Vigilant for a 5-year contract that gave \$5,000 off for a total cost of \$14,500. He stated the cost of a camera

is \$50,000 and there are currently 30 in Lake County, including one in St. John and Crown Point. The nationwide program will run in the squad car laptops as an investigative tool, noting the program is connected to the BMV hot list of stolen items that gives the officer an indicator when a stolen car passes through an intersection to allow them to look for it. Fisher indicated that Officer Meyer, present in the audience, used this program when he worked in Whiting. Meyer confirmed it was a great investigative tool and provided examples to the Board of how it helped him in the past, noting the different types of queries in the program and how to utilize them in investigating.

2. **Grants:** Chief Fisher indicated the police department received a grant/donation from Schillings to purchase a drone. Two officers went through FAA schooling and obtained their certification as drone pilots. They will be the main operators of the drone; the third individual is the certified reconstructionist. Fisher stated that in the event of fatal crashed, Purdue would come down and program the drone to do a full-scale picture rendering with the drone, then it would be uploaded to Purdue to create and they would provide this service for free. Fisher stated another reason for the purchase of this drone was its infrared capability, noting if there was someone in the lake, the drone could fly over and detect warmth of the body to better assist in location. Fisher confirmed for Villalobos that Officer Machalk had worked with Schillings in obtaining the funding.

#### **OLD BUSINESS:**

##### **1. Lexipol Policy Updates:**

- a. **Fire Department – Policies Update & Resolution 2021-02:** Chief Wilkening noted the Board had received the policies. Stick indicated he was having difficulty reading the electronic copy on a cell phone. Wilkening and Fisher both indicated in an effort to save money and paper, noting the policy manuals were over 500+ pages per department, they sent items digitally. Austgen recommended that both departments keep a paper copy in their offices. Multiple discussions ensued and it was determined to defer to next meeting to allow members more time to review.

##### **2. Equipment Updates:**

###### **a. Police Department**

- i. **Purchase Updates:** Previously reported above in Purchase Orders.
- ii. **Repair Updates:** Chief Fisher reported looking into updating the vehicle repair program. Fisher confirmed to Kaper that there is still money in the budget for repairs to get them through the end of the year.
- iii. **Other:** Kaper inquired about bidding for new vehicles. Fisher clarified that there is no availability for bidding because they do not know pricing for next year. He indicated he is working with the Council so that vehicles can be ordered faster, noting he needs five and the fire department needs at least one. Chief Wilkening clarified that he has a suburban that is falling apart and would request two vehicles. Kaper asked for an update on the new vehicles. Fisher indicated the vehicles are at PDS, first one should be completed in November, then one each week proceeding thereafter. He updated the board that the truck, which was ordered in March, build date is now June of 2022.

###### **b. Fire Department**

- i. **Purchase Updates:** Chief Wilkening indicated the plan is to replace the suburban, requesting two vehicles to replace his vehicle and Deputy Chief Mager's truck.

- ii. **Repair Updates:** Chief Wilkening reported \$15,000-16,000 worth of repairs needing completed by the end of the year. The brush truck is currently at Fire Services being repaired for the pump motor that blew up, however they are having difficulty finding parts due to it being a foreign vehicle. The second out engine has a broken bracket for the drop tank costing \$4,000-6,000 to repair or refabricate the outdated assembly. The ladder truck was certified, but there was a small crack in the carrier where the ladder lays, which is being taken to Fire Services for repair. All other ladder trucks were tested and passed. Pump testing will be completed by the end of the year. There are also a few tires needing purchased by the end of the year as well.
- iii. **Building Renovation Updates:** Chief Wilkening stated they are very close to completion of upstairs and downstairs renovations, noting the only item they are waiting on are backordered kitchen countertops. They are beginning to start work on the training room, which is being done by volunteers and funded through the Fire Fighters Association in the allocated amount of \$14,000. The volunteers will be doing the work themselves. Wilkening thanked Chief Larry Stenger who built a table for the area. He noted Jack Adams from Safari Marketing took their old sign and made a new front for the department. To replace the old sign with a new one would have cost \$6,500 and the reconstruction of the old sign was able to be completed for \$1,000. His hope is that by Thanksgiving to invite everyone to see the updates made.
- iv. **Other:** Chief Wilkening stated he had discussion with Council regarding the need to spec out a bid for a new fire truck. The process will likely start in January, which will take 3 months to spec out and almost 2 years to receive due to production wait time. Payment would be at the time of delivery, anticipated in 2024, if they start in January 2022. Wilkening clarified for Kaper that the request would be for a fire engine pumper and the estimated cost would be around \$650,000.

### 3. Training Updates:

- a. **Police Department:** Chief Fisher reviewed the training report, noting training including mobile data operator certification, STOPS instructor training, Blackwater 3-day training for the SWAT officers for a total of 81 hours.
- b. **Fire Department:** Chief Wilkening reviewed the training report, noting training including daily training, sending two for CPR instructors training, 2 to fire investigator school, and 11-hour live training in St. John where he was able to send 13 people (volunteers and full time) to do a live fire and burn a building down. Wilkening explained for Kaper that Dressing a Hydrant training was training on how to prepare a hydrant for a fire.

### NEW BUSINESS:

#### 1. Monthly Activity Reports:

- a. **Police Department:** Chief Fisher reviewed the monthly call report noting 1143 calls for the month approaching 10,000 for the year. For incidents: 107 agency assist, 490 citizens, 7 juveniles, 65 for ordinances, 97 persons, 15 property and 361 traffic. For citations: 128 state citations, 5 Town Traffic Violations and 9 Town Ordinance Violations for a total of 142 for the month. For warnings: 181 State Violations, 10 Town Traffic Violations and 14

Town Ordinance Violations for a total of 205 for the month. For arrests: 23 total arrests, 54 charges filed, 32 misdemeanor, 15 felony and 7 warrants, for a total number of arrests of 233 and 421 charges filed for the year. Fisher clarified for Villalobos that 1100 calls for service has been increasing. He will look into obtaining a comparison report for next meeting.

- b. **Fire Department:** Chief Wilkening reviewed the monthly call report noting 147 total calls for the month, 1329 total calls for the year, noting about 300 more calls this year than last year. Wilkening explained to Villalobos the reasoning varied noting more EMS calls, crashes, falls, breathing issues and suicidal subjects. He indicated there have been more death calls lately and two full arrests in the last few days.

- 2. **Police Department Records Window – Hours of Operation Change (2<sup>nd</sup> Sat/month starting January 1, 2022):** Chief Fisher request approving limiting the hours of operation for the front records window, clarifying there has been overtime issued due to no part-time clerk availability. Fisher noted research was done on adjacent departments hours of operation, indicating many only had one Saturday a month, if at all. Fisher was requesting approval of the Board to change the hours of operation for the window to be open one Saturday a month on the second Saturday monthly, with overtime hours or adjustment of schedule as needed. Fisher indicated the primary reason for the Saturday hours in the past was availability to process gun permits on weekends. However, since the process has changed, is now free and much of the work is now completed online, the press to come to the station and being open on Saturday is not needed. Fisher clarified for Villalobos that during the week, the hours would remain Monday – Friday from 8 am to 4 pm.

A motion was made by Norman Stick, seconded by Josh Govert, to approve the change in hours of operation to be open one Saturday a month on the 2<sup>nd</sup> Saturday from 7 am to 3 pm starting January 1, 2022.

Govert	Olthoff	Villalobos	Stick	Kaper	Vote
Yes	Yes	Yes	Yes	Yes	5-0

### 3. Fire Department

- a. **CPR Kit & Classes:** Chief Wilkening indicated Hanover Township Trustee purchased a CPR kit in the amount of \$1500. A thank you letter was prepared and signed by Kaper.
- b. **Defibrillator Program Update:** Chief Wilkening reported used AED stock being scare. It is the intention to look into obtaining a few and going into the community to do the checks/services. Wilkening confirmed for Kaper that the cost of a new AED was \$1200-1500 and a refurbished one \$600.
- c. **Narcotics (DEA, Billing, Stocking, Secured Storage & Policy):** Chief Wilkening stated that the Department of Transportation is no longer sponsoring the services to have narcotics available through the hospitals for EMS. The providers will now have to obtain their own certification, storage/refrigeration, policies and security. Wilkening spoke with Attorney Austgen to review this and discussed the liability and concerns with the insurance company. He clarified there would not be a large quantity stocked and noted the hospital used to restock their products. The DEA will be providing them with in-service training to note why this happened, how to move forward along with liability/risks. Wilkening stated that not a lot of narcotics are used by the department and use is based solely on the digression of the paramedic. Kaper asked the recording secretary to keep this on the Old Business for an update.

- 4. November Meeting Proposed Change:** Kaper indicated the next meeting falls the day before Thanksgiving and requested the date be moved to earlier in the week. Advertising for the change will be completed.

A motion was made by David Villalobos, seconded by Jim Olthoff, to change the November Public Meeting date from Wednesday November 24, 2021 to Monday, November 22 2021 at the same 6:00 pm time.

Govert	Olthoff	Villalobos	Stick	Kaper	Vote
Yes	Yes	Yes	Yes	Yes	5-0

- 5. Other:** Nothing else noted.

Kaper added they would return to Executive Session after the drone demonstration.

**PUBLIC COMMENT:** Kaper called for Public Comment three times; none received.

**ADJOURNMENT:** A motion was made by Norm Stick, seconded by Josh Govert, to adjourn the meeting at 7:03 pm.

Govert	Olthoff	Villalobos	Stick	Kaper	Vote
Yes	Yes	Yes	Yes	Yes	5-0

**NEXT MEETING:** Kaper stated the next meeting would be Monday, November 22, 2021 at 6:00 pm.

TOWN OF CEDAR LAKE BOARD OF SAFETY

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Lester Kaper, Chairman

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Norman Stick, Vice-Chairman

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Joshua Govert, Member

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James Olthoff, Member

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David Villalobos, Member

ATTEST:

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Sarah Moore, Recording Secretary