



Town of Cedar Lake Board of Safety Public Meeting Minutes Wednesday, April 25, 2022 at 6:00 PM

CALL TO ORDER: Kaper called the meeting to order at 6:07 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:

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

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

APPROVAL OF MINUTES for Wednesday, March 23, 2022 and Monday, March 28, 2022: A motion was made by Norm Stick, seconded by Josh Govert, to approve the meeting minutes. Roll call vote: Govert – Yes, Olthoff – Yes, Villalobos – Yes, Stick – Yes, Kaper – Yes. Vote: 5-0.

VIPS REPORT: Chief Fisher reported performing 4 detail jobs along with presence at the annual Chamber of Commerce Business Showcase and upcoming Tag Day event in May.

POLICE DEPARTMENT: OLD & NEW BUSINESS

- Communications:** Chief Fisher reported he received a voicemail from Dennis Keesy thanking Corporal Miller and Officer King for their assistance with an EMS call for his wife.
- Finances – Purchase Orders, Expenditure Reports & Grants:** Chief Fisher reviewed the purchase order and expenditure reports with the Board noting they are on budget at 32.3%. He elaborated on the Department of Toxicology charges were for recertification done every 2 years, warning tickets for Code Enforcement and officers to write paper tickets, tire repairs and squads that required repairs from bad E85 fuel. Fisher reviewed the donations that would fund replacing the 15-year-old units in the taser/PhaZZer program including \$17,600 from the Eagles and \$11,842.88 from Crown Point Community Foundation. He noted multiple donations that continue to support the DARE program. He reminded the Board that the annual magnetic calendar donations were being solicited by Law Enforcement Partners starting Monday. Fisher confirmed to Kaper that the grant was received for the Body Cameras from Watchguard.
- Staffing:**
 - Part Time Records Clerk:** Chief Fisher indicated interviewing 5 candidates for the Part Time Records Clerk. He explained that the position, while at the Police Department, falls under the realm of the Town Manager. He explained all candidates interviewed were good, but two were great and already had Spillman experience, including one that currently was employed at Central Dispatch. He noted the two applicants selected, Candace Janowiak and Kimberly Gootee would begin the week of May 9. Fisher confirmed to Villalobos that because of the staffing increase it would alleviate the window being closed due to staff unavailability.

A motion was made by David Villalobos, seconded by Norm Stick, to approve the hiring of Janowiak and Gootee. Roll call vote: Govert – Yes, Olthoff – Yes, Villalobos – Yes, Stick – Yes, Kaper – Yes. Vote: 5-0.

- b. **Approval of Resignation of Patrolman:** Chief Fisher reported receiving a letter of resignation from Patrolman Sterk, read the letter to the Board and requested approval of his resignation effective April 25, 2022.

A motion was made by Norm Stick, seconded by Jim Olthoff, to approve the resignation. Villalobos inquired about if it would be subject to the conditions of the contract and terms of employment and Kaper confirmed it being determined by the Town Council. Norm Stick amended his motion, seconded by Jim Olthoff, to also include conditional to the terms of the contract. Roll call vote: Govert – Yes, Olthoff – Yes, Villalobos – Yes, Stick – Yes, Kaper – Yes. Vote: 5-0.

- c. **Emergency Hire (Next Candidate on List or Process of Hire):** Chief Fisher noted that since the Board accepted the resignation of Patrolman Sterk, he requested being able to reach out to the last candidate on the eligibility list to see if he was still interested. If he is not, Fisher requested being able to start the process for emergency hire.

A motion was made by David Villalobos, seconded by Josh Govert, to approach the eligibility list candidate and if not interested, proceed with the process for emergency hire list. Fisher clarified for Kaper that the candidate would need to be Academy-Trained for emergency hire. David Villalobos amended his motion, seconded by Josh Govert, to include the candidate be Academy-Trained. Roll call vote: Govert – Yes, Olthoff – Yes, Villalobos – Yes, Stick – Yes, Kaper – Yes. Vote: 5-0.

- d. **Other Staff Updates:** Chief Fisher reported Patrolman King is finishing up his shadow phase and should be on his own by the end of the week.
- 4. **Training Report:** Chief Fisher reviewed the reported trainings for the month. Fisher confirmed to Villalobos and Stick that the staff enjoyed the de-escalation training and explained the training consisted of classroom and reality based/scenario training. Fisher confirmed to Villalobos that the de-escalation training at the MAAC was one of several trainings that keeps the department in compliance with the new state law.
 - 5. **Equipment – Update, New Vehicle Purchase Update, Vehicle Repair Report:** Chief Fisher reviewed the Vehicle Repair Report noting several of the items were due to maintenance of older vehicles. Fisher reported new vehicles were taken to PDS, noting everything has come in for the vehicles expect the partitions and gun locks and anticipates receiving them possibly as early as the end of May. Fisher confirmed for Kaper the current vehicles would go to VIPS, pool cars and possibly one done that may go to the garage for parts or possibly repaired for another pool car. Fisher stated they are waiting on the powerplant and prop for the boat to come in.
 - 6. **Monthly Activity Report – CLPD Monthly Report & Code Enforcement:** Chief Fisher reviewed the monthly activity report noting 2913 calls for service for the year, averaging 33 calls for service a day. He noted 126 state violations, 5 town traffic violations, 34 town ordinances for a total of 165 for the month/433 year. There were 333 state warnings, 2 town traffic, 60 ordinances for a total of 395 warnings for the month. There were 31 arrests for the month, 68 charges filed and a total of 92 arrests for the year and 167 charges filed for the year. He reviewed the Ordinance Citation and Warning reports with the Board. Fisher reported a Bike Safety class for the Cub Scouts on April 20, Business Showcase on April 23, VIPS Tag Day April 30 and the annual Sons of Thunder Bide Ride on May 7.
 - 7. **Lexipol Recommended Policy Update:** Kaper indicated the policies were still on hold.

8. **Records Clerk/Window Hours of Operation – Saturday:** Chief Fisher stated he came before the Board last year to change the window hours of operation from every Saturday to one Saturday a month. Fisher stated Moore worked the window in April and in the 8 hours there, only had 2 people. He recommended changing the hours of operation from 8 that day to 4 for cost effective measures. Fisher stated hours of operation would need to be approved by the Town Council and requested recommendation from the Board to the Town Council.

A motion was made by Norm Stick, seconded by Josh Govert, to approve and send Favorable Recommendation to the Town Council to change the current 8 hours of operation from 7am-3pm on the 2nd Saturday of the month to 4 hours of operation from 9 am to 1 pm. Roll call vote: Govert – Yes, Olthoff – Yes, Villalobos – Yes, Stick – Yes, Kaper – Yes. Vote: 5-0.

Chief Fisher confirmed for Kaper that things are in motion for Summerfest. Chief Wilkening noted the firework permit has been attained.

FIRE DEPARTMENT: OLD & NEW BUSINESS

1. **Communications:** Chief Wilkening reported he received a letter of appreciation to Jose Navarro from Sarah Moore for his CPR training class. He reported receiving request for recognition of Chief Mager for finding the technical issues with the tanker vehicle.
2. **Finances – Purchase Orders, Expenditure Reports & Grants:** Chief Wilkening reviewed the Purchase Order Report noting a total of \$6800. Wilkening explained to Kaper the Stryker purchase was for cots. Wilkening confirmed to Villalobos that the entry for #1262 was for the insurance reimbursement repair for the ambulance. Wilkening reported donation receipt from the Eagles used for CPR equipment. He reported a donation of 2 pallets of water from Pepsi, who donated water to departments throughout the county. Wilkening reported possibly hearing something by the end of May on the SAFER staffing grant that was applied for.
3. **Staffing:** Chief Wilkening indicated advertising for part time staff through the hospital, state system and Fire Chief's association.
4. **Training Report:** Chief Wilkening reviewed the Training Report, noting the CPR training program has started for staff and will make it available to the public. He noted some staff attending car seat installation schooling.
5. **Equipment:** Chief Wilkening indicated training is still in progress for the tanker, noting it is out of service being repaired at Fire Services for pump issues. Freightliner will be coming out regarding the frame repair. The brush truck is back in service after at \$10,000 fix for repair to the engine pump. The squad has been back in service for 12 days. They are waiting on rescue tools, noting the metal spreader was on backorder. Wilkening confirmed for Kaper that the extra mannequin arm has arrived. #1261 ambulance is at Public Works getting brakes for \$1000. Wilkening stated the new ambulance batteries were \$400. Stick asked if they were still under warranty.
6. **Monthly Activity Report:** Chief Wilkening reported their May Fundraiser through the Volunteer Firefighters Association was currently going on. He reported they will also do a Christmas fundraiser this year through the Association soliciting prizes to be put into \$500 gift baskets, food baskets for the holidays and a raffle. He stated the next round of donations would most likely cover cost to purchase new chain saws. The Fireman's Ball is scheduled to take place in August again and noted two good bands that have committed.
7. **Lexipol Policy Updates:** Chief Wilkening reported all policies have been distributed and acknowledged. The department procedures have been completed and distributed.

8. **Pension Update:** Chief Wilkening reported meeting again with Council Affairs to look into updating the department's pension. The financial consultant is working on figures and updates will be available soon.
9. **Other:** Chief Wilkening reported the boat is on the lift at Pinecrest and will be ready to move over when the slips are in at Town Grounds.

OTHER

1. **Legal Report from Town Attorney:** Town Attorney Austgen reported the complaints made by Ferguson and Cohen regarding officer misconduct have been reported to the Lake County Chief Deputy Prosecuting Attorney Barbara McConnell and investigation by Indiana State Police Detective Gary Runde has been completed. Austgen read the letter from McConnell dated March 29, 2022, noting criminal charges will not be filed in this matter and noting there is not any evidence of any criminal wrong-doing by any Cedar Lake Police Officers. Austgen reported this would be considered the completion and conclusion of the review, noting it as part of this meeting record, a copy be sent both Certified and USPS to Mr. Ferguson. Kaper directed Austgen to prepare and send the letters on the Board's behalf.
2. **New Building Update:** Chief Wilkening reported revisions from the original meeting being reviewed and Chief Fisher indicated discussions regarding cost concerns being over budget. Attorney Austgen reported discussion with a School Board Member regarding the intended action plan for the building being a shop class. Wilkening stated the school had originally discussed the option of a property swap, but noted the building was not set up for a shop class.
3. **Budget Work Session:** Kaper, Fisher and Wilkening agreed the work session could be held together for both departments instead of separately. Wilkening requested the meeting sooner rather than later. Wilkening and Fisher felt that Clerk Treasurer Sandberg did not necessarily need to be present for the Work Session. Wilkening and Fisher indicated they approach Sandberg each year with their requests and it goes through the Financial Advisor to State Board of Accounts for approval. The Chiefs requested the meeting be held during the day to avoid more night meetings. Board members agreed they could make a day meeting work and most preferred the end of the week – either a Thursday or Friday. Dates would be determined at the next meeting.
4. **Other:** Chief Fisher confirmed to Kaper the Department Inspections would be held June 8.

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

ADJOURNMENT: Motion made by Norm Stick, seconded by David Villalobos, to adjourn the meeting. All members voted in favor to adjourn the meeting. Kaper called the meeting adjourned at 6:58 pm.

Kaper stated the next meeting will be May 25, 2022 at 6 pm.

TOWN OF CEDAR LAKE BOARD OF SAFETY

Lester Kaper, Chairman

Norman Stick, Vice-Chairman

Joshua Govert, Member

James Olthoff, Member

David Villalobos, Member

ATTEST:

Sarah Moore, Recording Secretary