



## **Town of Cedar Lake Board of Safety Public Meeting Minutes Wednesday, June 29, 2022 at 6:00 PM**

**CALL TO ORDER:** Kaper called the meeting to order at 6:33 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	Absent	Carl Brittingham, Deputy Chief Police
Present	Norman Stick, Vice Chairman	Absent*	Nick Mager, Deputy Chief Fire
Present	Lester Kaper, Chairman	Present	Ralph Miller, Town Council Liaison
		Present	David Austgen, Town Attorney

*\*Deputy Chief Mager arrived late, after roll call, due to being on a call.*

**TRUCK DEDICATION:** Truck tender dedication ceremony was held prior to the Board meeting call to order.

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

**APPROVAL OF MINUTES for Wednesday, May 25, 2022 Public Meeting & Friday, June 10, 2022 Work Session:** 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.

### **FIRE DEPARTMENT: OLD & NEW BUSINESS**

#### **1. Staffing:**

- a. **Staffing:** Chief Wilkening stated he had a new volunteer applicant that was processed in the last few days, noting he did not want to wait another month because he comes to the department with experience and is already certified. He introduced Patrick Schmidt to the Board. Schmidt indicated he started in the fire services in 2016 and is looking to continue a career in the industry. He previously worked at South Haven, Burns Harbor, Dunes and is currently a corrections supervisor. Wilkening stated he is having a hard time finding part-time staff. Wilkening noted Biegel, who is out on sick leave, is not expected to return for 6-8 weeks. He stated they also have a medic on bereavement leave after the passing of her mother. He stated there is one going into the academy in August.
  - b. **Academy Graduate Introductions:** Chief Wilkening indicated the Board had previously met the three individuals. They all did well and are currently assigned to the mentor program.
2. **Communications:** Chief Wilkening thanked those who participated in the Truck Dedication ceremony tonight. He stated the Firefighters Association Ball would be held in August and they will be doing a holiday raffle in September with a \$1000 gift certificate to Strack & Van Til and Leo's providing greenery wreaths.
  3. **Finances – Purchase Orders, Expenditure Reports & Grants:** Chief Wilkening stated the SAFER grant is being reviewed. He spoke with Todd Young today, who sponsored the grant, which they felt would be influentially helpful. He stated they received \$10,000 from Crown Point Community

Foundation for hose & nozzles, indicating the department would need to come up with \$10,000 for the remaining balance. He stated he would be reaching out to local organizations to ask for assistance and the local Fire Fighters Association. He reviewed the Purchase Order Report and Expenditure reports, noting two handheld Johnson command radios for Mager and himself. He stated he purchased with CCD funds a treadmill to promote health and safety of staff to replace the current broken one. Illiana is coming next week to repair the air conditioner going out with a \$20,000 cost. Wilkening stated they met with Council Affairs, Clerk Treasurer and the Town Manager to go over budget items.

4. **Training Report:** Chief Wilkening reported the training report attending Indiana State Executive Officer 5-day training for all of the career and volunteer Chiefs, sending two at a time, noting the cost of the training is free. He stated it is similar to the police chief training and is now mandatory for any chiefs as of January 1 of this year.
5. **Equipment:** Deputy Chief Mager discussed the SCBA replacement plan including 5 years to replace all breathing apparatus items, stating it would cost \$500,000 to replace, noting the cost without the mask is over \$11,000 each. Chief Wilkening thanked the trustee for the purchase of the truck that had been dedicated tonight and their support and noted the purchase of the same truck today has gone up \$100,000. Wilkening said that fire boots and bunker gear has skyrocketed in price in the last year as well.
6. **Monthly Activity Report:** Chief Wilkening reviewed the Monthly Activity Report noting open burn process to include Police Department issues citations but the Fire Department can issue a warning and generally is dispatched by the Police Department for those calls.
7. **Pension Update:** Chief Wilkening reported meeting with Council Affairs and the Clerk Treasurer. Town Manager Salatas is working with the Financial Advisor. Their next meeting is next week and hope the pension change will provide as a tool for recruitment.
8. **Other:** Chief Wilkening reported concern for fireworks causing brush fires with the drought. He spoke about concern for lots having cut grass and being so dry and encouraged everyone to exercise caution. He clarified to Villalobos regarding wells being dry that it causes water loss and the lower water table because of draught and residents watering lawns. Wilkening spoke about developers working with the Town on infrastructure development, including water systems and towers. Councilman Carnahan, present in the audience, indicated the Town purchased the well at Lighthouse to Robin's Nest and would limit building in Lakeside due to being able to get the water to the homes, noting a tower being built in Krystal Oaks, stating the water would not be piped yet and the tower is partially being built off-site.

**VIPS REPORT:** Chief Fisher stated the packet contained the May VIPS and noted VIPS currently lost one member due to medical issues. Kaper asked for a copy of the letter of resignation and at the next meeting approval of the resignation. Fisher stated the VIPS would have presence at Summerfest especially at the fireworks nights and parade for directing traffic flow.

#### **POLICE DEPARTMENT: OLD & NEW BUSINESS**

1. **Communications:** Chief Fisher stated he received a voicemail from Michael McQuaid, retired Chicago PD of 33 years, who is a resident of Beacon Pointe, stating his wife was involved in crash June 17. He stated despite the call being for the Lake Co Sheriff, Officer Tomko arrived, made sure they were ok, handled himself like an absolute true gentleman and stayed until the Sheriff's Department arrived. McQuaid wanted to let someone know Tomko represented the department extremely well, was a sharp kid, shook his hand, noting everything about him was classy and glad to know he is out there protecting him and his family. Chief Wilkening stated he has observed domestic calls and watched the police department diffuse the situation. He stated that despite

situations where individuals are upset, the he has seen first-hand the police department maintain professionalism.

2. **Finances – Purchase Orders, Expenditure Reports & Grants:** Chief Fisher reviewed the purchase order and expenditure reports with the Board noting tires, UTV repair, equipment for accident reconstruction, training classes and recertification for toxicology and PhaZZers ordered. He confirmed for Kaper that a barrel of oil would last approximately 6 months. He stated they were on budget at just under 50%. He stated that overtime has increased due to staffing shortages and making it difficult with the schedule at time. He stated body cameras have been ordered with expected delivery in September. He noted that Douglas & Jennifer Hoffman donated \$2500 to be used for the purchase of ballistic vests. He stated DARE donations were a total of \$8450 with approximately \$12,000 in the account and they had their graduation ceremony last month.
3. **Staffing:** Chief Fisher reported Officer Dills is currently on leave pending the recovery of her husband, who is now home and recovering from 3 surgeries with a long recovery ahead, noting she may be taking FMLA. He stated St. John approved one of our officers for hire, noting he would be making almost \$20,000 more. Fisher stated Cedar Lake, St. John and Winfield were noted in a recent rating as being in the top exploding communities in the state. He reported 5 applications received, noting one was not certified, 2 had background issues and 2 to be interviewed. Fisher stated the 2 new records clerks are doing well and Nemeth is anticipated to return in August.

A motion was made by Norm Stick, seconded by Jim Olthoff, to approve the appointment of Legal Counsel. Attorney Austgen confirmed for Villalobos the Legal Counsel appointment was for Eric Neff. Roll call vote: Govert – Yes, Olthoff – Yes, Villalobos – Yes, Stick – Yes, Kaper – Yes. Vote: 5-0.

Chief Fisher requested the Board allow him to accept applications for the next month to form an eligibility list including certified officers and non-certified applicants to hold for a year. A motion was made by David Villalobos, seconded by Josh Govert, to approve the request. Roll call vote: Govert – Yes, Olthoff – Yes, Villalobos – Yes, Stick – Yes, Kaper – Yes. Vote: 5-0.

4. **Training Report:** Chief Fisher reviewed the reported trainings for the month noting tri-state area district training, 2 officers in leadership training for potential supervisor positions and SWAT negotiator and operator training. Villalobos inquired as to the new open carry July 1. Fisher stated it would be business as usual and brief the staff of any updates or changes.
5. **Equipment – Update, New Vehicle Purchase Update, Vehicle Repair Report:** Chief Fisher stated the new vehicles should be picked up tomorrow. IT Director Wroe will be doing in-house installation over the next couple weeks. The UTV was serviced, noting the hourly rate of \$140. The boat is doing well and Fisher and Brittingham have been taking it out for routine testing to break in the motor as recommended by Pinecrest. He noted they are looking into ordering a trim finder. The pier installation is complete and the secured gate has been added.
6. **Monthly Activity Report – CLPD Monthly Report & Code Enforcement:** Chief Fisher reviewed the monthly activity and code enforcement reports, noting 34 average calls a day, 106 state citations for month, 358 warnings, 23 arrests, 41 total charges filed, 22 misdemeanors, 14 felonies and 5 warrants for a total of 261 total charges filed for the year. He stated there were 103 warnings and 53 citations issued for code enforcement items, noting that zoning violations were being done in collaboration with Town Hall. He noted a collaboration project beginning to assist the water department to do meter readings from the Code Enforcement Officer's vehicle electronically that would be read from the car, taking approximately 4 hours.
7. **Lexipol Recommended Policy Update:** Kaper tabled Lexipol Policy #104 and #1110, to allow for legal review.

## OTHER

1. **Legal Report from Town Attorney:** Austgen confirmed the Board of Safety would have an Executive Session on July 7 at 5:30.
2. **New Building Update:** Chief Wilkening reported graphics were seen and next week should have a final rendering to show Town Council at the July 19 meeting. He stated they will have a conservative and blend in with the Cedar Lake nautical appeal. He stated they had Henn & Sons prepare an estimate for repairs to the current fire department, which would be considered a multipurpose building - second fire department location and satellite police department office, noting it was very detailed including roof, concrete, ventilation, bay lighting, non-slip floor, gutter, siding, plumbing and electrical work. He noted costs coming out of operational budget, there is currently not a building line item in their budget and was working with Town Manager Salatas for a public facilities budget.
3. **Emergency Operations Plan:** Chief Fisher reported the group met two weeks ago to make a plan for the Town of Cedar Lake. They are reviewing the 140+ pages as a team then will propose the plan to Town Council for final approval. They have reviewed previous proposals and drafts, but do not currently show where one was ever adopted. He clarified to Kaper that the plan would include every disaster from an active shooter situation to weather-related incidents. He noted it would spell out roles and responsibilities and the chain of command. He confirmed to Villalobos the anticipated date of implementation would be July 2023.
4. **Other:** Mager and Fisher reported on Strata meeting, noting this would include schools and other large structures such as government/municipal buildings, where staging would take place in the event of a situation requiring an Emergency Operations Command Center being in place. The program was purchased through Lake County Sheriff's Department for all departments in the county and to integrate with the schools. There is no charge for the police and fire departments to integrate with this program. Fisher noted this would provide better incident command for law enforcement. He noted they were looking into NIMS training for Town Manager and Director of Operations. Wilkening stated the fire department would set up a command post and run until they establish a perp, then turn it over to the police department. Wilkening and Fisher indicated the collaborative efforts of the police and fire departments working together. The Board requested copies of the Fire Department's Lexipol Policy book.

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

**ADJOURNMENT:** Motion made by David Villalobos, seconded by Norm Stick, to adjourn the meeting. All members voted in favor to adjourn the meeting. Kaper called the meeting adjourned at 7:35 pm.

## TOWN OF CEDAR LAKE BOARD OF SAFETY

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Lester Kaper, Chairman

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James Olthoff, Member

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Norman Stick, Vice-Chairman

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David Villalobos, Member

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Joshua Govert, Member

ATTEST:

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Sarah Moore, Recording Secretary