



## **Town of Cedar Lake Board of Safety Public Meeting Minutes Wednesday, July 27, 2022 at 6:00 PM**

**CALL TO ORDER:** Kaper called the meeting to order at 6:00 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	Present	Nick Mager, Deputy Chief Fire
Present	Lester Kaper, Chairman	Present	Ralph Miller, Town Council Liaison
		Present	David Austgen, Town Attorney

**PUBLIC COMMENT:** Kaper called for Public Comment. Mary Joan Dickson, 8711 W 132<sup>nd</sup> Pl, thanked the staff for their assistance and support during a successful Summerfest. She noted Lighthouse Parking would be worked for next year. She felt the event was safe and family-friendly and reported the flow and movement of traffic on fireworks nights went fairly well. Kaper called for Public Comment three times; no others received.

**APPROVAL OF MINUTES for Wednesday, June 29, 2022 Public Meeting & Monday, July 18, 2022 Special Public Meeting:** A motion was made by Norm Stick, seconded by David Villalobos, to approve the meeting minutes. Roll call vote: Govert – Yes, Olthoff – Yes, Villalobos – Yes, Stick – Yes, Kaper – Yes. Vote: 5-0.

**VIPS REPORT:** Lt. Layer requested approval from the Board for the resignation for Brad Mitchell, who submitted his resignation due to medical issues. A motion was made by Norm Stick, seconded by Jim Olthoff, to approve the resignation. Roll call vote: Govert – Yes, Olthoff – Yes, Villalobos – Yes, Stick – Yes, Kaper – Yes. Vote: 5-0. Layer reviewed the monthly report with members, noting all members met their hours and Horn was approved for leave.

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

**Communications:** Chief Fisher read a card from the Metro family thanking the staff and Board for the funeral flowers. Kaper indicated Mr. Metro had been part of the Police Commission in the past.

**Finances – Purchase Orders, Expenditure Reports & Grants:** Chief Fisher reviewed the purchase order and expenditure reports with the Board noting old #48 car had been worked on at Nagy's for vapor lock and starter issues and was going to be donated as a 4-wheel-drive vehicle to VIPS, however it is having more trouble and being taken to Schieben's for exhaust issues. Fisher noted Motorola/Watchguard had submitted bills to be paid and the Town will be receiving a credit for the difference due to being on contract. Fisher noted Clerk Treasurer is working on COPS grant reimbursement and reporting. He reported that he and Officer Machalk presented the Crown Point Community Foundation with a plaque for their support and financial donations in the past. Fisher stated he had his yearly budget proposal meeting, pled his case and noted continued rising costs. He addressed the Board regarding the Board of Safety line item, noting they were already at 70% of their budget and both he and Chief Wilkening would need to move funds into that line from elsewhere to cover their funds as they will be over by the end of

the year. He stated some meetings were unavoidable, but proposed that in the future if they had non-urgent matters or request a Work Session, that they be held on same nights as Public Meetings to avoid additional payments. The department received a check from former Police Chief Jerry Smith as a DARE Donation for the parking at the Lighthouse Restaurant during Summerfest.

**Staffing:** Chief Fisher noted he still had documentation in his office available for Board members who have not viewed the file. Fisher stated Alexander Powell was present in the audience tonight and requested the Board approval of his hire and send recommendation to the Town Council. A motion was made by Jim Olthoff, seconded by Josh Govert, to approve the hire of Zander Powell and recommendation to the Town Council. Kaper reminded Powell there is a contract to be signed with the Town with regards to five-year employment and pending approval of the Town Counsel. Roll call vote: Govert – Yes, Olthoff – Yes, Villalobos – Yes, Stick – Yes, Kaper – Yes. Vote: 5-0. Powell thanked the Board and shook their hands. Fisher stated the department is still taking applications through the 29<sup>th</sup> for the additional vacancy. He stated Records Clerk Nemeth is supposed to return next week and proposed end of October retirement, if not sooner depending on any further medical problems. Discussion took place with Deputy Chief Clerk Treasurer Nagy regarding funding to support the part-time staff and it was determined there was enough funding to support bringing the part-time clerk on working full-time hours Mon-Fri to cover the window and do more training until Nemeth leave. It was noted that she will not receive benefits until Nemeth retires the end of October. Interviews are coming up for the Training Coordinator position.

**Training Report:** Chief Fisher reviewed the reported trainings for the month noting SWAT and drone crash reconstruction training. Fisher indicated he was awaiting legal review for the MOU for the reconstruction team, noting the other 4 departments have approached their Counsels and received approval. They are awaiting confirmation from Cedar Lake and Schererville to move forward. Once the team is approved, there will be 4 reconstructionists that can help out.

**Equipment – Update, New Vehicle Purchase Update, Vehicle Repair Report:** Chief Fisher stated he has two 2011 Dodge Charger vehicles needing approval to be decommissioned. He stated car #117 was to be taken to the Academy as a training car but in the process, the contact for the process had passed away unexpectedly. He approached the Town Council to seek approval to put both cars on GovDeals. He asked for approval to decommission the vehicles since the Board is in charge of the equipment. A motion was made by Norm Stick, seconded by David Villalobos, to approve the decommission of the two 2011 Dodge Chargers. Fisher confirmed for Kaper that the vehicles would be sold “as is” with the stripes removed and any equipment that is inside of them. Roll call vote: Govert – Yes, Olthoff – Yes, Villalobos – Yes, Stick – Yes, Kaper – Yes. Vote: 5-0.

**Monthly Activity Report – CLPD Monthly Report & Code Enforcement:** Chief Fisher reviewed the monthly activity and code enforcement reports, noting 34 calls a day, 104 state citations for month, 253 warnings, 26 arrests, 43 total charges filed, for a total of 174 total arrests for the year and 310 charges filed for the year. He stated the Code Enforcement Officer has been busy with warnings and citations but has also been doing some zoning violations in collaboration with Town Hall. He noted a collaboration project that began to assist the water department to do meter readings electronically that are read from the car, done once a month. He stated they just hired an additional staff person in Public Works and it will eventually be part of their job, but the department will help them out during the transition. Kaper inquired about accidents in the roundabout, noting a lot of glass in the area. Fisher and Wilkening stated they have not had anything reported. Fisher indicated they would notify the Street Department to let them know about the clean-up.

**Lexipol Recommended Policy Update:** Fisher stated he had a few updates pending legal review.

**Other:** Fisher confirmed for Kaper that 3 of the 4 new vehicles were out in patrol. The other is being finalized with equipment installation.

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

**Communications:** Chief Wilkening had nothing to report at this time.

**Finances – Purchase Orders, Expenditure Reports & Grants:** Chief Wilkening reviewed the purchase order and expenditure reports with the Board noting \$19,856 spent a/c & furnace unit and \$471 for brakes on truck. He reported the department received a matching grant for hoses and nozzles from the Crown Point Community Foundation. The grant was for \$20,000 with a split \$10,000 matching component. He stated he was approaching the Firefighters Association for the matching cost contribution. Wilkening requested a letter from the Board to present to the Foundation. Kaper asked Wilkening if the Fire Department Secretary would be writing the letter or if the Board Recording Secretary was being requested to complete the letter. Wilkening requested the Board Recording Secretary type the letter.

**Staffing:** Chief Wilkening stated the Board had interviewed the applicant today and requested approval to hire and send favorable recommendation to the Town Counsel for their approval. A motion was made by Norm Stick, seconded by Josh Govert, for approval to hire Michael Cummins and send recommendation to the Town Counsel. Wilkening confirmed to Kaper that Cummins was made aware of the contract for employment. Roll call vote: Govert – Yes, Olthoff – Yes, Villalobos – Yes, Stick – Yes, Kaper – Yes. Vote: 5-0. Wilkening stated the Volunteer/Part-Time/Full-Time updates consisted of one being out on leave for another month and possibly carrying into the end of the year. He also indicated the first of the year, Pat Scoleri would be retiring. He indicated if the medic is going to be out through the end of the year, he would request from the Board and the Town Counsel to approve an early hire for Scoleri so they do not have extra overtime covering for the medic who has been on leave. Wilkening reported working on putting together an Apprenticeship Program, mirroring that of another Indiana community they looked into, that would provide for their schooling in exchange for working part-time shifts and be given a 5-year work contract commitment as investment. He stated it has not been implemented yet, but is working on putting together a packet to present to the Board prior to implementation. Wilkening reported Hanover School does offer EMT class through St. Anthony's and CLFD sponsors ride time with them. The hope is to present the package to them while in school to encourage the career path and support with the employment commitment as well. Wilkening clarified for Villalobos that the reluctance to become a firefighter is there are so many more career paths that can be done from a computer or technology for them to thrive in, noting the Fire Department requires more hands-on work.

**Training Report:** Chief Wilkening reviewed the training report noting there were multiple trainings during the month.

**Equipment:** Chief Wilkening reported the Town Council approved the purchase with a new fire engine at the last meeting. Wilkening requested approval from the Board to donate the old rescue tools to the Schneider Indiana Fire Department. Stick felt it was a good idea to help out a neighboring community. Town Attorney Austgen confirmed to Kaper there would be no liability in donating the tools, noting the donation would be considered "as is" without warranty. A motion was made by Jim Olthoff, seconded by David Villalobos, to approve the donation to Schneider Fire Department as is without warranty. 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.

**Monthly Activity Report:** Chief Wilkening reviewed the Monthly Activity Report noting 158 calls for the month of June bringing the year to date total close to 1000 calls. Wilkening noted the Firefighters Association Ball is going to be held on August 27 and invited everyone to attend, stating there were 3 bands present.

**Lexipol Recommended Policy Update:** Chief Wilkening had nothing to report at this time.

**Pension Update:** Chief Wilkening reported the package has been given to the Town Manager and Town Attorney for legal review, along with review from the Financial Advisor Consultant.

**Other:** Chief Wilkening had nothing to report at this time.

#### **OTHER**

**Legal Report from Town Attorney:** Kaper stated the Town Attorney was still reviewing the two Lexipol Policy updates for the Police Department. Austgen confirmed to Kaper the MOU update was not completed. Austgen confirmed to Kaper the Pension Packet Legal Review was still being reviewed. Kaper asked for the update on the Training Agreement Update for Sterk, Stickle and Van Auken. Villalobos stated they were to be held in compliance with the contract and asked if that occurred since they all resigned early before the completion of their 5-year term. Fisher stated the Police Department has provided everything to Austgen and believe everything to have been sent for the Fire Department. He believed Deputy Chief Clerk Treasurer Nagy reached out to the Town Attorney's office to provide the total amounts to provide, but no reply was provided. Fisher and Wilkening both confirmed to Villalobos that the three staff from their respective departments were advised they were being held in compliance with their contract and the Town Attorney would be working out the payment arrangements with them.

**New Building Update:** Chief Fisher reported Greg Marks with GM Development will be the project manager with the BOT (Buy Option Transfer) project, which was presented to the Town Counsel last Tuesday night. Wilkening stated Marks would be meeting with local contractors to determine the square foot costs to see if he can get within the \$11.9 million dollar range. Attorney Austgen stated there was not an agreement with Marks yet and stated more discussion would take place at the Counsel meeting.

**Emergency Operations Plan:** Chief Fisher reported they were still working on the Emergency Operations Plan, noting the Plan would not be released to the public for general information. Wilkening added that the Chiefs wanted to report monthly what their progress of the plan was and they were working on it, not the specifics. Austgen asked if there was a draft. Fisher and Wilkening noted they are working on it and it would take a few more months. Fisher stated several meetings had to be postponed due to other meetings and staff being off. The goal is to have the Plan in operation by 2023. Fisher reported meeting monthly with the Hanover Schools to discuss security and safety issues to ensure they are on the same page.

**Other:** Nothing else reported.

**PUBLIC COMMENT:** Kaper called for Public Comment. Mary Joan Dickson, 8711 W 132<sup>nd</sup> Pl, stated she understood the new building was needed for growth. She stated if the Police and Fire Department were both occupying the proposed new building, would there be more room for growth out or up. Fisher and Wilkening both confirmed there would be more room and potential to move out or up in the future if needed. She stated it did not seem clear on how this was being funded. Attorney Austgen indicated it was being worked on.

**ADJOURNMENT:** Motion made by David Villalobos, seconded by Josh Govert, to adjourn the meeting. All members voted in favor to adjourn the meeting. Kaper called the meeting adjourned at 6:38 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