



Town of Cedar Lake Board of Safety Public Meeting Minutes Wednesday, October 26, 2022 at 6:00 PM

CALL TO ORDER: Kaper called the meeting to order at 6:11 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

SPECIAL PRESENTATION TO STEVE NEMETH FOR RETIREMENT: Chief Fisher announced receiving the retirement letter from Steve Nemeth, stating he worked for Cedar Lake Police Department for the last 27 years as a dispatcher then clerk. Nemeth had been recognized at the last Town Council meeting for his service. Fisher presented the same plaque present during Town Council to Nemeth for recognition of his service and retirement. Fisher stated Nemeth would continue in a part-time capacity assisting in on payroll Mondays and when shifts are available. Nemeth stated he enjoyed his career here, felt it was challenging and rewarding. He stated he loved the people he worked with, noting many have gone above and beyond their call of duty on numerous occasions. Kaper thanked Nemeth for his dedication to the Town and community, noting he would be missed.

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

APPROVAL OF MINUTES for Wednesday, August 24, 2022 Public Meeting and Friday, September 2, 2022

Special Public Meeting: 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 reviewed reported hours for August and September VIPS reports. Fisher stated hours included training for the new crossing guard. Fisher stated VIPS had problems with Mike Czerwinski meeting his hours, discussion took place and Czerwinski recently provided a letter of resignation that would be available at next month's meeting. Kaper stated VIPS had 30 hours in August and 50 hours in September and thanked them for their work.

POLICE DEPARTMENT: OLD & NEW BUSINESS

Communications: Chief Fisher read a letter received from Chief Chad Morgan of the Lebanon Police Department regarding a Silver Alert in Lebanon, Indiana, where Officer Corbin and his fiancé had been present to assist with reconnecting the lost man to the local police department and his family. Fisher read the Facebook post where Hanover School Corporation recognized officers for directing traffic at the school. Fisher read the recognition request from Board member Stick noting Officers Tomko and Lewis assisted with his neighbor experiencing a vehicle lockout with their child in the car. Fisher read a Facebook post from Heather Dessauer acknowledging the SROs in the school for the great interactions they have

with the kids. Mrs. Dessauer also submitted a second email, which Fisher read, thanking Officers Lewis, Kidd, Allande, Machalk, Tomko and Brittingham for their professionalism, compassion and caring demeanor during a traumatic time. Deputy Chief Carl Brittingham elaborated on the case noting it was a home burglary while the family was home asleep which led to the arrest of the individual, who was charged with Burglary, Theft and Auto Theft and reuniting stolen property with the homeowner. Fisher read a thank you card from Ed Conn from the Patriot Guard thanking the department for assistance with a funeral escort. Fisher read a Facebook post recognizing CLPD and SRO Moake regarding their prompt response to an unwanted person on the school property, noting that because of their quick response and arrest of the man, they did not require a school lockdown. Fisher explained the department would be participating in No-Shave November through Northwest Indiana Cancer Kids Foundation. Members of the department who wish to participate would donate to NICK and would be permitted to grow beards. The endeavor and collection would take place through February. At the completion of the event, it will be re-evaluated if the department will allow beards to be grown as part of the policy. Fisher read the letter from Administrative Assistant Moore recognizing Officer McDowell for his assistance during his light-duty work.

Finances – Purchase Orders, Expenditure Reports & Grants: Chief Fisher reviewed the purchase order and expenditure reports with the Board, noting the one item in excess of \$6000 was for solar speed signs that were purchased using CCD funds. Fisher explained that Shelly Ward, mother of fallen military Captain Andrew Laud, made a donation to the department in the amount of \$1000 to be used for a project in her son's name. The department is looking into a couple of projects that could benefit from the donation. Fisher stated the FOP purchased chairs and donated them to the department for the squad room.

Staffing: Chief Fisher read the retirement letter received from Records Clerk Steve Nemeth, noting his last full-time day would be October 31, 2022. Fisher stated the full-time records clerk position was posted internally for applicants, interviews of three candidates took place and Candace Janowiak was selected as the full-time clerk. Fisher stated that despite it being a civilian position, he wanted to bring the information to the Board and asked for a motion for the acceptance of the retirement and selection of the replacement. Town Attorney David Austgen confirmed for Board members that due to the position being civilian, it was courtesy provided by the Chief to bring this to the Board. A motion was made by Norm Stick, seconded by Jim Olthoff, to accept the retirement of Steve Nemeth from Full-Time Records Clerk and accept Candace Janowiak as Full-Time Records Clerk as recommended by Chief Fisher. Roll call vote: Govert - Yes, Olthoff - Yes, Villalobos - Yes, Stick - Yes, Kaper - Yes. Vote: 5-0.

Regarding promotions to Corporal, Kaper requested a motion for a deferral. A motion was made by Norm Stick, seconded by David Villalobos, to defer this item. Roll call vote: Govert - Yes, Olthoff - Yes, Villalobos - Yes, Stick - Yes, Kaper - Yes. Vote: 5-0.

Chief Fisher stated they have been short a Corporal for the last two and a half months and they would like to request the list for October 1 so the new schedule could be made out for January, clarifying the schedule could not be made out until it was known who the supervisors are. Multiple discussions ensued and it was determined that a Special Public Meeting could be made in conjunction with the Executive Session being scheduled November 9, 2022.

Chief Fisher indicated applications were still being taken for Patrolman. Current applications are being reviewed and testing is anticipated to take place on November 12. Fisher stated one would be hired, as approved for hire January 1, 2023 along with a replacement in the year for new SRO position.

Training Report: Chief Fisher reviewed the August and September Training Reports. Fisher expounded upon a couple of the items, specifically noting training provided by the Fire Department on responses to fire in electric vehicles. He indicated feedback from his officers indicated it was very enlightening.

Equipment: Chief Fisher indicated squad #28's truck, ordered in 2021, was complete and had been issued to the officer. Fisher indicated that Ford was rumored to not be taking any new orders for building vehicles next year as they are built out through 2024.

Monthly Activity Report – CLPD Monthly Report & Code Enforcement: Chief Fisher reviewed the monthly activity and code enforcement reports, noting 35 calls a day, 9410 calls for the year, 72 state citations, 391 warnings, 21 arrests, 33 charges filed, 2 warrants for a total of 256 arrests for the year and 465 charges total for the year.

Lexipol Recommended Policy Update: Fisher indicated there was a review page in their packet giving an overview of the changes. He reviewed the policies for update noting all of the specific changes and updates to policies 326, 414, 1100, 1102, 1107, 1110, and 1120. He noted 1110 was still pending legal review. Fisher stated additions were shown in blue and items being deleted in red. A motion was made by Jim Olthoff, seconded by Josh Govert, to approve the policies 326, 414, 1100, 1102, 1107 and 1120, excluding 1110. Villalobos inquired on policy 1102.4 asking for clarification on rank position wording. Fisher explained that the wording was expanded to better clarify if removed from a position, the officer would not lose their rank unless just cause as brought before the Board. Villalobos inquired on policy 1107 regarding possibility of being required a fit for duty evaluation. Fisher explained that if an officer is injured, a fit for duty evaluation may need to take place to ensure the officer can return. He gave an example of the officer injuring his hand going to the range to re-qualify to ensure they could use their firearm properly. Fisher confirmed to Villalobos that 1110 was pending legal review. Roll call vote: Govert - Yes, Olthoff - Yes, Villalobos - Yes, Stick - Yes, Kaper - Yes. Vote: 5-0.

Other: Chief Fisher stated he had no additional items.

FIRE DEPARTMENT: OLD & NEW BUSINESS

Communications: Chief Wilkening read the Facebook post from the Firefighters Association noting success with the CPR class. Wilkening indicated the department has received steady requests for classes. Wilkening read the Facebook post from Hanover Central regarding training the department did with the school's staff on how to properly remove helmets during injury, injury protocol and apparatus placement. Wilkening noted the department received bike helmets from the Indiana Department of Transportation to give out to children. They provided helmets to the Hanover Township Trustee's office, handed them out during the department's open house and had plenty more available to provide to other kids either through the department &/or share with the police department so that any kids who are on bikes or skateboards have protection. Wilkening read an email from Chief Fisher regarding an accident on 155th & Morse where one of the firefighters was able to assist a non-English speaking injured woman involved in a car crash. Wilkening read an email received from Red Cedars Elementary Principal Ryan Eckart thanking one of the EMT Michael for assisting with a scared child that was having a medical episode at the school requiring an ambulance ride to the hospital. Wilkening read a letter from Beecher Fire Chief Falaschetti expressing his appreciation to the department for their mutual aid during a structure fire on October 2. Wilkening reviewed the Facebook post from the association noting the departments visit to Hanover Learning Academy.

Finances – Purchase Orders, Expenditure Reports & Grants: Chief Wilkening reviewed the purchase order and expenditure reports with the Board noting \$21,000 worth of purchase orders and \$8,492 spent in August and \$19,561 in September. He indicated that he and Deputy Chief Mager had been working on two grants for equipment. He stated they did not receive funding for the SAFER grant for round one, but would be under consideration for additional FEMA funding in an additional round. He stated only 4 received the SAFER grant, noting Crown Point was one recipient that had applied nine times before they received funding. Wilkening stated he met with Clerk Treasurer Sandberg for end of the year items. He indicated the ladder truck would be sent in on Monday for a \$20,000 maintenance project for work on the motor. Wilkening confirmed for Kaper that the \$3117 repair was for the Chief's truck, indicating it was reimbursed by the insurance company.

Staffing: Chief Wilkening stated they have received some interest but no new volunteer applications. He stated the staff person on medical leave since May 27 was released by the doctor to return to work but was being scheduled for a fit for duty physical before he could return to work through the Deputy Clerk Treasurer Nagy. Wilkening stated that he would speak with the Board regarding top candidate for EMS Director Scoleri, who he noted would be retiring in February. Wilkening requested the Board to promotion interviews in November for Battalion Chief, Captain and 2 volunteers, noting there was only one candidate for each position.

Training Report: Deputy Chief Mager reviewed the training report noting 166 total training sessions in August for a total of 903 hours and 94 sessions at a total of 823 hours in September for a total of 1,433 hours for the year. Mager noted the electric vehicle training received good feedback. Mager stated there were 8 enrolled in the driver operator class. Wilkening stated staff were receiving training from Stihl Equipment on how to maximize use of saws and equipment. Wilkening stated Mager is reformatting the training for next year and has several instructors working under him.

Equipment: Chief Wilkening reported service work being completed on several vehicles including tires. Wilkening stated the need for discussion on obtaining a new ambulance now since the build out time is currently 24 months.

Monthly Activity Report: Chief Wilkening reviewed the Monthly Activity Report noting 160 calls for August and 154 for September for a total of 1,433 calls for the year.

Lexipol Recommended Policy Update: Chief Wilkening stated he working on a few for time off, sick leave and benefits. He is having Matt Sella work on some of the policies with him. The policies are anticipated to be completed by December to share with the Board for their review.

Pension Update: Chief Wilkening reported the package is still under legal review. He indicated the Town Manager and Council Affairs were also involved in the review and would be a lengthy process that would end up being brought before Town Council for approval when ready.

Other: Chief Wilkening stated the pancake breakfast was a success, noting a good turnout and nice joint effort with the Police and VIPS present. He announced the Fire Department would be working in conjunction with the Eagles on November 13 for their annual veterans luncheon, including several agencies, guest speakers, nice meal, and everything funded through donations. He stated the monetary donation received by Captain Andrew Laud's family was used for the purchase of medallions for the members remembrance. Wilkening confirmed to Villalobos estimated attendance at 100. He stated the

event is organized by Bill Missel, who is a veteran of CLFD and a Vietnam veteran. Wilkening extended the invitation to the Board members to attend.

OTHER

Legal Report from Town Attorney: Town Attorney Austgen reported the Lexipol Policy was previously covered, MOUs are being worked on, and pension packet review when complete will be directed to Town Council not return to the Board of Safety. He stated the Training Reimbursement Agreements were in process with various status, noting nothing has been recovered yet.

New Building Update: Chief Fisher reported a Building Corporation had been formed. Attorney Austgen stated the Corporation formed as a statutory vehicle for financing and members had been interviewed and appointed. It was noted that stations would be built at the same time and a rendering would be available sometime next week.

Emergency Operations Plan: Chief Fisher reported the plan was still being worked on.

2023 Meeting Proposal: Mrs. Moore explained that the Town Council approves the Boards and Commissions meeting schedules at the end of the year each year. In 2023, the 4th Wednesday in November and December fell closely to Thanksgiving and Christmas, as they have in the past and proposed dates for rescheduling. After discussion, it was determined they would keep the December 27th date, but move November's to the 29th.

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

ADJOURNMENT: Motion made by Norm Stick, seconded by Josh Govert, to adjourn the meeting. All members voted in favor to adjourn the meeting. Kaper called the meeting adjourned at 7:15 pm.

TOWN OF CEDAR LAKE BOARD OF SAFETY

Lester Kaper, Chairman

Norman Stick, Vice-Chairman

Joshua Govert, Member

James Olthoff, Member

David Villalobos, Member

Sarah Moore, Recording Secretary

ATTEST:

Sarah Moore, Recording Secretary