



Town of Cedar Lake Board of Safety Public Meeting Minutes Thursday, February 16, 2023 at 6:00 PM

CALL TO ORDER: Norm Stick called the meeting to order at 6:02 pm.

PLEDGE OF ALLEGIANCE

ROLL CALL:

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

PUBLIC COMMENT: Chairman Norm Stick called for Public Comment three times; none received.

APPROVAL OF MINUTES for Wednesday, January 25, 2023 Public Meeting: A motion was made by Charlie Kaper, seconded by Jim Olthoff, to approve the meeting minutes. Roll call vote: Govert – Yes, Olthoff – Yes, Villalobos – Yes, Stick – Yes, Kaper – Yes. Vote: 5-0.

VIPS REPORT: Deputy Chief Brittingham reviewed the report for January including 4 callouts, 6 training, 14 patrol totaling 49 hours, noting 1 accident call out and 2 details.

POLICE DEPARTMENT: OLD & NEW BUSINESS

Communications: Deputy Chief Brittingham reported recognition given to Sergeant Moake from Hanover Middle School and Sergeant Kilgore from Lincoln Elementary on February 15 in recognition of National School Resource Officer Day.

Finances – Purchase Orders, Expenditure Reports & Grants: Deputy Chief Brittingham noted reports in the board packets for purchase order and expenditure reports, noting nothing being out of the ordinary or outstanding for this reporting timeframe. He reported the department was still taking in donations for the NICK Foundation and a check would be presented by the Chief to the Foundation at the Town Council meeting on March 7.

It is to be noted that at 6:18 pm, Town Council Liaison Ralph Miller left the meeting to attend a joint Town Council/Plan Commission/BZA Training meeting.

Staffing: Deputy Chief Brittingham read the letter of resignation from Officer Brandon Holzhauer and requested the board accept his letter of resignation for a different career path, noting it would leave the department short of staff and requested allowance for an emergency hire. A motion was made by David Villalobos, seconded by Josh Govert, to accept the resignation of Officer Holzhauer with the terms of his contract to be followed and allow the department to move forward

with the emergency hire. Roll call vote: Govert – Yes, Olthoff – Yes, Villalobos – Yes, Stick – Yes, Kaper – Yes. Vote: 5-0.

Deputy Chief Brittingham confirmed for Olthoff that none of the previously interviewed individuals by the board were eligible for the emergency hire as they had to be a certified officer and that of the new applications that have received background checks currently held, only one of them is a certified officer. Deputy Chief Brittingham reported newly hired Sabrina Stolarz paperwork was approved by PERF and she will be sworn in at the Town Council meeting next Tuesday. Brittingham reported the Social Worker Internship with Mona Garcia was going well and she was working with Administrative Assistant Sarah Moore, noting she has been working on the Peer Support, Employee Assistance Program and the development of a Wellness Program. Moore indicated they had been collaborating with Captain Amy Early on the Peer Support, Employee Assistance Program and Wellness Program, along with creating some events in the future in collaboration with the Chaplains, a chili cookoff for the police versus fire department, and some joint team building activities. Moore reported working with different agencies to come up with some funding ideas to help offset the cost of hiring a full time social worker.

Training Report: Deputy Chief Brittingham referenced the report was contained within the board's packets for their review. He reviewed the other reports noting the Post Traumatic Stress training was extremely good. Brittingham clarified for Villalobos that Police One training was through Lexipol and provided mandated annual in-service training covering a variety of topics, noting in the past, many of these trainings had to be in person and would be done at the end of the year. He stated that due to many of the trainings now being available online, mandated trainings are now able to be completed earlier in the year.

Equipment: Deputy Chief Brittingham noted four quotes were obtained, vehicle costs increased by \$10,000 per car, no Fords are currently available and noted that Thomas generally is selected because of their competitive pricing and there is no title fee associated with the cost. Multiple discussions transpired regarding four cars needed, cars continuing to need repairs, and the lack of availability of the cars to be purchased. Chief Wilkening stated that during a finance meeting held recently, Clerk Treasurer reported that cars would be on hold until body camera funding issues were resolved.

Monthly Activity Report – CLPD Monthly Report & Code Enforcement: Deputy Chief Brittingham reviewed the reports including 1353 total calls for service for the month of January and 45.10 average per day; 184 total citations for the month including: 140 state violations, 5 town traffic violations, and 39 town ordinance violations; 754 total warnings for the month including 710 state violations, 17 town traffic violations, 26 town ordinance violations, and 1 other; 27 total arrests for the month and 44 total charges filed for the month including 32 misdemeanor, 11 felony, and 1 warrant. Brittingham reviewed the ordinance violation warnings and citations. Multiple discussions ensued between Deputy Chief Brittingham, Chief Wilkening and board members regarding the 151st and Wicker Ave/41 intersection, Brittingham noting the area was out of town, and drivers not paying attention in that area causing an increase in traffic crashes and fatalities.

Lexipol Recommended Policy Update: Deputy Chief Brittingham reviewed the policies by name as follows: Emergency Management Plan Procedures, Vehicle Pursuits, Missing Persons,

Mobile Audio/Video and Body Worn Camera, Cash Handling Security and Management, Drug & Alcohol-Free Workplace, Personal Time Off, Fitness for Duty and Discipline & Termination. Brittingham confirmed for the board that every officer had and was using body and car cameras. Discussion ensued regarding Discipline and Termination policy being reviewed by the Town Attorney, who was not in attendance tonight for comment. A motion was made by David Villalobos, seconded by Jim Olthoff, to approve all of the policies noted by title as presented and reviewed by Deputy Chief Brittingham with the Discipline and Termination policy approval pending legal review. Roll call vote: Govert - Yes, Olthoff - Yes, Villalobos - Yes, Stick - Yes, Kaper - Yes. Vote: 5-0.

Other: Deputy Chief Brittingham indicated the department was looking into a replacement drug education program in the schools. Discussions have transpired regarding Too Good For Drugs possibly replacing DARE.

It is to be noted that at 6:46 pm, board member Charlie Kaper, who was attending virtually, left the meeting due to low battery.

FIRE DEPARTMENT: OLD & NEW BUSINESS

Communications: Chief Wilkening announced the dedication for Tim White Celebration on February 25 at 1 pm.

Finances – Purchase Orders, Expenditure Reports & Grants: Chief Wilkening reviewed the purchase orders and expenditure reports noting \$7,000 maintenance agreement with Stryker for the year including tune ups and maintenance. He stated they were working on writing the SAFER grant and grants for equipment. He indicated there were 4 air packs with issues and the cost to replace them would be \$12,000 each. He noted that oxygen costs were up from \$350/month last year to \$800 this year, stating that with more calls, there is more cost for oxygen and the hospitals no longer refill them.

Staffing: Chief Wilkening stated that due to part-time issues and overtime budget cuts, station staffing would be changed from 5 to 4.

Training Report: Chief Wilkening reviewed the monthly report, noting Chief Mager created the report, noting different types of call for both the fire department and EMS. Wilkening stated they were creating a new program for online training where part-timers and volunteers could complete the training from their homes and staff could complete while on shift. He stated that some were complaining about the training, but others were buying into the new program. Wilkening clarified for Villalobos that online training completed at home would not be paid and that when volunteers are paid for training it is when they are on station at \$15-\$25 per training.

Equipment: Chief Wilkening clarified for the board that when a piece of equipment is brought back to the station after an event, it is cleaned. Wilkening reported a vehicle that had been at Fire Services is now back in service. Wilkening reported that Sustainability Plan noted he would be receiving two vehicles, which he plans to utilize for Deputy Chief Mager and the other, which he had originally planned to utilize for himself, may now be utilized by one of the Battalion Chiefs.

Discussion took place regarding the availability of a grant for vehicles. Deputy Chief Brittingham confirmed that at this time there were no vehicle grants.

Monthly Activity Report: Chief Wilkening reported 5.6 calls a day and 168 calls for the month. Wilkening reviewed the reports with the board.

Lexipol Recommended Policy Update: Chief Wilkening reviewed the policies by name as follows: Illness and Injury Prevention Program, Respiratory Protection Program and Drug and Alcohol-Free Workplace. It was noted that the Drug and Alcohol-Free Workplace policy mirrored that of the Police Department. A motion was made by Jim Olthoff, seconded by David Villalobos, to approve all of the policies noted by title as presented and reviewed by Chief Wilkening, contingent upon legal review. Roll call vote: Govert - Yes, Olthoff - Yes, Villalobos - Yes, Stick - Yes, Kaper - Absent. Vote: 4-0.

Other: Chief Wilkening reported March 12 and 13, that he along with Deputy Chief Mager, Battalion Chief Sella and Battalion Chief Craft would be going to Ohio to review the building of the new truck. The contract with the town indicated three trips would be paid for, however they needed to rent a truck to transport all of them there. They were allotted a \$500 stipend to use to rent a vehicle, as the 1996 suburban was not capable of accommodating them for the journey.

OTHER

Legal Report from Town Attorney: Attorney Austgen was not present. It was noted for the MOU update that the Police Department was awaiting legal review pending since July 27, 2022. Chief Wilkening reported the Training Reimbursement Agreement is being updated so that if a member leaves and comes back as a part-time or volunteer for the department, they would not be recharged if they could reuse the same gear/equipment within the same year. Villalobos indicated the contract should also stipulate a timeframe. As far as an update on the Fee Schedule Ordinance, it was noted that it was given to the Town Attorney and awaiting legal review since January of 2022.

New Building Update: Chief Wilkening indicated that those involved met last week to go over the details, including projected ground-breaking for April, noting 10-month completion time for the police department and 12-month for the fire department, being built at the same time. Discussions took place regarding concerns regarding one or two generators, ensuring service and making sure that we do not go back from the minimum we have. Stick felt one generator for each building made more sense. Availability for a generator was noted at 48 months and would be natural gas and not diesel. Wilkening confirmed for Villalobos staffing inquiry that they would need to have 9 more on the roster to have a full schedule at the stations and requested that it be within the next two years.

Emergency Operations Plan: Administrative Assistant Moore indicated finalizations were taking place on the plan and a final meeting would be held with the department heads before it was brought to the Town Council and Town Attorney for review and approval.

Other: Stick reported that he was unable to attend next month's meeting. Kaper indicated that he would be out of town. Fisher stated proposed dates would be discussed with the members to come up with a new date.

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

ADJOURNMENT: Stick called the meeting adjourned at 7:31 pm, after a motion from Villalobos, seconded by Olthoff, and all in favor voice vote.

TOWN OF CEDAR LAKE BOARD OF SAFETY

Norman Stick, Chairman

Lester Kaper, Vice-Chairman

Joshua Govert, Member

James Olthoff, Member

David Villalobos, Member

ATTEST:

Sarah Moore, Recording Secretary