



TOWN OF CEDAR LAKE BOARD OF SAFETY WORK SESSION MEETING MINUTES

Wednesday, August 23, 2023 at 5:30 PM

CALL TO ORDER: 5:41 pm

PLEDGE OF ALLEGIANCE:

ROLL CALL:

	VACANT, 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	Lester Kaper, Vice-Chairman	Present	Nick Mager, Deputy Chief Fire
Present	Norman Stick, Chairman	Absent	Ralph Miller, Town Council Liaison
		Absent	Nick Recupito, Town Council Liaison
		Absent	David Austgen, Town Attorney

WORK SESSION:

1. Fire Department Policy 1300 Discussion

Todd Wilkening, Fire Chief, stated this Policy is a draft and will be ready in a few months.

In 13.1 of the Policy, Stick discussed advertising and to list where they will advertise for that. Chief Fisher commented they do not mention where they advertise because it always changes.

In Section 1300.3, Villalobos commented we are being flexible and we are going to market it. It was discussed where to list it. Wilkening commented we use State Farm blog and we are part of another program that reaches out to military. Discussion ensued.

In Section 1300.1, states this Policy is separate from the Rules. Villalobos asked where are the Rules. Wilkening stated the Rules can be referenced to the Town's Policy Number.

Stick commented the Fire Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics. Wilkening stated this part of the interview process will have to be weighed out, a background check done, history and what have they been involved in.

Section 1300.6 states what they have done in the past, how bad it was and some of the criteria that would establish integrity and ethical standards. It is listed what they would consider.

Olthoff asked if they do an internal interview process. Wilkening responded in the affirmative.

In Section 1300.3, letter E, Olthoff asked what programs are offered. Wilkening responded nothing as of now, but we would like to leave it in there because a lot of departments are offering incentives. Discussion ensued regarding different types of incentives.

Wilkening commented the background investigation is standard. We review social media sites and if there is anything conflicting, we question them about it.

Wilkening noted we would like to add verbiage about getting paperwork in on time for a job. Discussion ensued.

Kaper asked why are there two background investigation sections. Wilkening stated this is a hiring process for part-time, full-time and volunteers who are paid on call. Some of this will need to be separated out and streamlined.

Olthoff commented on Section 1300.7, all candidates' qualifications shall meet the minimum set by the Fire Department. Are those NFPA standards. Wilkening responded both.

Villalobos commented CPAP is on here. Wilkening stated CPAP is becoming a standard and we are still doing research of doing our own physical agility testing. Discussion ensued.

Wilkening noted we cannot hire anyone under the age of 21 for a career job because they cannot get a pension. We can hire volunteers and part-time at the age of 18 and this will be added to the Policy.

Kaper asked does the candidate have to have a physical with our doctor or any doctor. Wilkening commented it is the PERF doctor for full-time and our doctor for part-time and volunteers. A lateral will not need a physical. Discussion ensued.

In Section 1300.8, it states the Chief can increase the probationary period to one year. This should come before the Board and we could extend it, if needed. Wilkening commented it is six months right now.

In Section 1300.11, a Chief Committee should be named Interviewing Committee. Wilkening stated four Chiefs are on the Committee. Discussion ensued regarding who can be on the Committee and their titles.

PUBLIC COMMENT: Stick called for Public Comment. None was had.

ADJOURNMENT: 6:14 p.m.

TOWN OF CEDAR LAKE BOARD OF SAFETY

Norman Stick, Chairman

Lester Kaper, Vice-Chairman

James Olthoff, Member

David Villalobos, Member

Vacant, Member

Cheryl Hajduk, Recording Secretary