



TOWN OF CEDAR LAKE BOARD OF SAFETY PUBLIC MEETING MINUTES

Wednesday, November 29, 2023 at 6:00 PM

CALL TO ORDER: 6:00 pm

PLEDGE OF ALLEGIANCE:

ROLL CALL:

	VACANT, Member	Present	William Fisher, Police Chief
Present	James Olthoff, Member	Present	Todd Wilkening, Fire Chief
Absent	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
		Present	Nick Recupito, Town Council Liaison
		Present	David Austgen, Town Attorney

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

APPROVAL OF WORK SESSION AND PUBLIC MEETING MINUTES: for Wednesday, November 29, 2023:

A motion was made by Lester Kaper, seconded by James Olthoff, to approve the Public Meeting Minutes.

Roll call vote: Olthoff – Yes, Kaper – Yes, Stick – Yes. Vote: 3-0.

VIPS OCTOBER 2023 REPORT: Sergeant Tim Layer reported everyone made their hours on the unit. There were three call outs and two details from the Town Trunk or Treat, Halloween Patrol and Agency Assist 10-50.

POLICE DEPARTMENT

Staffing: Chief Fisher introduced Officer Sabrina Stolars, who is a new graduate. Chief Fisher commented he received a thank you card from Cedar Lake Ministries.

Finances: Purchase Orders, Expenditure Reports & Grants: Chief Fisher reported ordered new envelopes and paper with our department logo on them. We reconciled all of the purchase orders for the entire year and there are only a few that are outstanding.

Staffing: Chief Fisher stated Officer Stolar will be ready to be on her own in the near future.

Training Report: Chief Fisher reported for the month of October, we had a few classes: Field Training, Stop Sticks Refresher, EVO Class, Federal OIG training, and the South County Crash Team had a legal update.

Equipment: Chief Fisher commented we received a donation check from Tru Value to purchase one of the lights. One of the lights will be in soon and we will coordinate getting another Durango to get lights installed.

Monthly Activity Report: Chief Fisher reported we had 1,134 calls for service, averaging 40 calls per day with a total of 12,000 calls for service for the year. We had 147 citations issued, 491 warnings, 11 arrests with 13 criminal charges; two were felonies and one warrant for a total of 273 arrests, 428 charges for the year. There were 13 canine deployments in the month of October. The code enforcement is getting slower toward the end of the year, but there were 30 Ordinance warning for the month of October and there were 73 citations issued.

Lexipol Policy Updates: Records Maintenance & Release, Communicable Diseases, Wellness Program: Chief Fisher stated the Personal Time Off Policy states an officer gets 15 days of leave for an officer that is in the military. We would like the Policy to state "15 days" instead of "120 hours."

Chief Fisher commented there may be 18 Policies that need to be reviewed.

A motion was made by Lester Kaper, seconded by James Olthoff, to accept the Personal Time Off Policy #1107.10 change from 120 hours to 15 days. Roll call vote: Olthoff – Yes, Kaper – Yes, Stick – Yes. Vote: 3-0

FIRE DEPARTMENT:

Communications: None.

Finances: Purchase Orders, Expenditure Reports & Grants: Chief Wilkening commented two months of purchase orders came through. Chief Wilkening commented we will be getting the ladder truck back and the cost will be around \$27,000 for the motor to be rebuilt.

Staffing: Full-time hire of Jose Bugarin and Collin Turner: Stick commented the Safety Board along with the Fire Department conducted interviews for full time.

A motion was made by James Olthoff, seconded by Lester Kaper, to approve the full-time replacement hires of Jose Bugarin and Collin Turner. Roll call vote: Olthoff – Yes, Kaper – Yes, Stick – Yes. Vote: 3-0

- a. Staffing – Part-time hires of Megan Spiegel, Ethan Wilks, Brodrick Claesgens

A motion was made by Lester Kaper, seconded by James Olthoff, to approve the part-time hires of Megan Spiegel, Ethan Wilks, Brodrick Claesgens for a conditional offer. Roll call vote: Olthoff – Yes, Kaper – Yes, Stick – Yes. Vote: 3-0

- b. Promote Jon Smith to Captain

A motion was made by James Olthoff, seconded by Lester Kaper, to promote Jon Smith to Captain for a probationary term. Roll call vote: Olthoff – Yes, Kaper – Yes, Stick – Yes. Vote: 3-0

Training Report: Deputy Chief Mager reviewed the monthly report, noting the hours logged for October is 644 and is broken by category.

Equipment: Chief Wilkening reported the ladder truck will be back. The Township truck is going out for repairs. Engine 1213 will need repairs done. The boat will receive a new surface for a fresh new look. We are in the process of getting another Chief or Deputy Chief vehicle next year.

Monthly Activity Report: Chief Wilkening reported there were 188 calls for the month of October, which total 1,744 calls for the year.

Lexipol Policy Updates: Chief Wilkening stated we have a handful of updates and we can meet after the holidays to be approved in December 2023.

Legal Report from Town Attorney: Mr. Austgen stated Chief Wilkening and I met with Mr. Kevin Toth, Hanover Township Trustee and we are working through the proposed Annual Service Agreement between the Town and the Township for fire and emergency services.

Town Council Liaison(s) Report: There is nothing to report. Mr. Recupito asked has there been any discussion regarding Reimbursement Agreement for part-time or volunteers. Chief Wilkening stated part-time people are not issued anything, other than a shirt. They will bring their own gear or use gear that we have. Volunteers do not receive gear.

New Building Update: Chief Fisher reported there are questions about water supply, but it will be worked out. The walls are up and moving along.

Other: Chief Fisher commented the Board would need to make a decision regarding the November and December 2024 meetings as the meeting dates fall on a holiday and should the meetings be moved up one week.

PUBLIC COMMENT: Stick called for Public Comment.

ADJOURNMENT: 6:29 pm.

NEXT MEETING: Wednesday, December 20, 2023 at 6:00 pm

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