



**TOWN OF CEDAR LAKE BOARD OF SAFETY PUBLIC MEETING MINUTES**  
**Wednesday, January 24, 2024 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
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	Julie Rivera, Town Council Liaison
		Present	Robert Carnahan, Town Council Liaison
		Present	David Austgen, Town Attorney

**ELECTIONS:**

**a. Chairman**

A motion was made by Lester Kaper, seconded by James Olthoff, to appoint Norman Stick as Chairman.

Roll call vote: Olthoff – Yes, Villalobos – Yes, Kaper – Yes, Stick – Yes. Vote: 4-0.

**b. Vice-Chairman**

A motion was made by James Olthoff, seconded by David Villalobos, to appoint Lester Kaper as Vice-Chairman.

Roll call vote: Olthoff – Yes, Villalobos – Yes, Kaper – Yes, Stick – Yes. Vote: 4-0.

**PUBLIC COMMENT:** Stick called for Public Comment.

Ms. Diane Jostes, Cedar Lake Chamber of Commerce, and Ms. Andrea Kamara, Board of Directors donated a check in the amount of \$1,500 for a light bar for one of the police vehicles.

**SERVICE DOG PRESENTATION BY PARAMEDIC/FF TODD KONRADI:**

Mr. Todd Konradi gave a presentation for a therapy dog for the Cedar Lake Fire Department. The handout of the presentation is attached to the minutes.

Police Officer Rich Miller, Orland Park Police Department, commented he is here with his three-year-old labrador retriever Leo, and he a graduate of the Paws and Stripes College put on by the Brevard County Sheriff's Department in Florida.



Discussion ensued regarding a story how Leo helped a family in need after a husband was killed in the line of duty.

Chief Wilkening commented he talked to a couple of organizations and the flights would be paid for so the dog can go through training with the handler.

Chief Wilkening asked how much is the cost to continue training with the dog. Officer Miller commented it is an on-going training and lives with the handler. There is re-certification every two years.

Mr. Terry Broadhurst, 14513 Morse Street, asked is there a career expectancy for therapy dogs. Officer Miller commented these types of dogs can work their entire lives barring any injury or illness.

Stick commented at this time we will take this under advisement.

Chief Wilkening commented the therapy dog can go into the schools and help if the need arises.

Kaper asked is the dog the property of the Town. Mr. Konradi commented Patriot Labs would donate the dog to me personally. If I left the Fire Department, the dog would have to go back to Patriot Labs.

Stick introduced the new Liaisons Robert H. Carnahan and Julie Rivera.

**VIPS DECEMBER 2023 REPORT:** Sergeant Tim Layer reported everyone made their hours on the unit. There were six total details.

Chief Fisher introduced Officer Ben Tomko and K9 Johnny. He is a two-year-old Belgian Malinois dual purpose narcotics patrol dog.

Officer Tomko explained what a typical work day can look like.

Villalobos asked how much training is required. Officer Tomko stated the standard is 12 to 16 hours of training a month. There are different certifications that are required in areas of aggression, narcotics, article search, and tracking with different decoys. Discussion ensued in length regarding training.

Officer Tomko commented K9 Johnny's food is donated by Alsip Nursey, his vet care is donated by Hebron Animal Hospital. We pay for his flea, tick and heartworm medicine and that money comes out of the K9 fund.

Chief Fisher commented Mr. Terry Broadhurst recently gave a donation in the amount of \$250 to the K9 Program.



### **APPROVAL OF PUBLIC MEETING MINUTES: for Wednesday, December 27, 2023:**

Olthoff commented there is one change that the comfort dog for the Fire Department was a comfort/search. It is not a search dog. Chief Wilkening commented it is only a therapy dog.

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

Roll call vote: Olthoff – Yes, Villalobos – Yes, Kaper – Yes, Stick – Yes. Vote: 4-0.

### **POLICE DEPARTMENT**

**Communications:** Chief Fisher stated a Mr. Broadhurst and his wife came in last week and donated \$250 to the K9 Program. We received a \$400 donation from Schillings. We received a thank you card from the Bilgri family for the flowers we sent for the mother's funeral. We received a thank you card from Cedar Lake Ministries for some past assistance that we helped them with. We received a card from Kathy Tomko, Ben's mom. His grandmother passed away and we sent flowers to the family.

**Finances:** Purchase Orders, Expenditure Reports & Grants: Chief Fisher commented we did not spend much for the month of December, but it totaled \$172.00.

**Staffing:** Chief Fisher stated we will make a list in case we have the ability to hire in April and to let them know what their rankings are.

Chief Fisher introduced Mr. Ed Smith. He would like to be one of our crossing guards and will take over Mr. Jim Hunley's position.

A motion was made by David Villalobos, seconded by, James Olthoff to accept Ed Smith for crossing guard.

Roll call vote: Olthoff – Yes, Villalobos – Yes, Kaper – Yes, Stick – Yes. Vote: 4-0.

**Training Report:** Chief Fisher reported for the month of December we had SWAT training.

**Equipment:** Chief Fisher commented we have the ability for the purchase of four vehicles.

A motion was made by David Villalobos, seconded by, Lester Kaper to approve the bids for four vehicles.

Roll call vote: Olthoff – Yes, Villalobos – Yes, Kaper – Yes, Stick – Yes. Vote: 4-0.

**Monthly Activity Report:** Chief Fisher reported we had 14,057 calls for service for the year 2023. We average 40 calls a day. The five-year report was included in the end of the year packet that was put



together. The 2023 Use of Force Report included a crash report which included callouts from our crash team.

**Lexipol Policy Updates:** None

#### **FIRE DEPARTMENT:**

**Year End Presentation: 1-1-23 and 13-31-23 Expenditure Reports:** Chief Wilkening commented the hard copy of the report is in your folder for your review.

**Staffing (Volunteer/Part-Time/Full Time Updates) Training Report:** Chief Wilkening commented we have some volunteers we are asking for approval, which will need to be approved by the Commission or if they need to be interviewed first, then we can do that first. We have a part-time list to consider and also the two full-time hires that were approved by the Council to move forward with.

Stick stated we are not a point to consider tonight. Discussion ensued in length regarding new hires.

**Monthly Activity Report:** Deputy Chief Mager stated the month of December totaled 173 incidents, 127 which were EMS, 27 fire, 19 PI accidents. 129 inside of the Town, 34 were in the Township, 10 mutual aid. Overlapping calls for the month of December was 27% and total training hours was 412.

Mr. Austgen stated there is a disconnect with the part-time hires. Does the Board of Safety have the documents and the information about the four part-time hires that were talked about. Chief Wilkening responded in the affirmative. Mr. Austgen commented this agenda does not show that and that is Mr. Stick's point. The agenda does not reflect the information that is needed to support the action that is sought. Discussion ensued.

**Lexipol Policy Updates:** Chief Wilkening commented none of the policies are going to get approved at this meeting. We can defer #801, 911, 1021, 1022.

Chief Wilkening stated Lexipol Policy #1010 – Reporting for Duty changed reporting to duty 15 minutes prior to shift change.

A motion was made by David Villalobos, seconded by, James Olthoff to approve Lexipol Policy #1010.

Roll call vote: Olthoff – Yes, Villalobos – Yes, Kaper – Yes, Stick – Yes. Vote: 4-0.

**Other:** Stick commented we met in a joint session with the Town Council and Ms. Sandberg is requesting that the memo that was put together be followed through. Chief Wilkening commented he has been giving the information to Ms. Sandberg, but it hasn't been accurate enough. We have requested a meeting



to discuss the policies that have been requested. Discussion ensued in length regarding the policies that have been requested.

Stick commented there is a line on the memo regarding directions on proceeding with new hires, physicals, training, and uniforms. What does Ms. Sandberg mean by that? Chief Wilkening commented he is not sure. We have a hiring process that we have used for ten years and within the last year, it is not the process anymore. Discussion ensued.

Ms. Rivera commented Chief Wilkening should sit down with the Town Manager to go over the items needed from Ms. Sandberg, so there isn't any misinterpretation.

Discussion ensued regarding hiring 2 more full-time people for the Fire Department based on the budget for the year. Ms. Rivera advised Chief Wilkening to talk to Mr. Recupito and Mr. Parker regarding this topic. Stick stated we are going to hire the best candidates we can get for this Town. If we can hire a firefighter, a paramedic, if we can hire an EMT, that will be the route we will take. We will advertise and it will be handled through the Clerk Treasurer's Office for the Police and Fire Department going forward.

**Legal Report from Town Attorney:** Mr. Austgen commented he is meeting with the Town Manager shortly on the Emergency Operations Plan.

**Town Council Liaison(s) Report:** Mr. Carnahan commented we had an Executive Session and we discussed and that memo was agreed upon between the Board of Safety and the Town Council and go with the direction as indicated.

**New Building Update:** Chief Fisher reported they are moving along and slowed down a little on the fire side because of the weather. The police side is completely dry walled.

#### **PUBLIC COMMENT:**

Chief Todd Wilkening, 12315 Kennedy Street, commented the actual form you are asking me to try comply with, I wish I had the chance to sit with this Board or the Council to explain and/or to have dialogue with you as well, other than the Clerk Treasurer send you a list of things she wants me to comply with. There is a lack of communication.

Mr. Olthoff commented this was decided in an Executive Session last night with the Town Council. Chief Wilkening stated there has been dialogue with her in reference to those requests. There hasn't been any dialogue with me about it. We have done this hiring process for ten years and there have been issues lately. I have asked for direction and meetings, but there is inconsistency. Discussion ensued.

Mr. Villalobos asked do you have the paperwork for payroll #475 that was paid out on 1/14/24 and supporting documents. Chief Wilkening commented he does not know what that means. We use the



online computer program. Mr. Villalobos discussed the other items on the memo that are being requested from the Clerk Treasurer. Discussion ensued regarding this situation is between the Department Heads and to schedule a meeting with the Town Manager.

Mr. Randy Mans, 14726 Carey Street, commented on the website and Facebook there are openings for the Safety Board. I put in an application. Are there any updates.

Ms. Rivera commented if there ends up being a separate Commission for police and fire, there needs to be five people for each Board.

**ADJOURNMENT:** 7:39 pm.

**NEXT MEETING:** Wednesday, February 28, 2024 at 6:00 pm

## TOWN OF CEDAR LAKE BOARD OF SAFETY

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Norman Stick, Chairman

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Lester Kaper, Vice-Chairman

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James Olthoff, Member

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David Villalobos, Member

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Vacant, Member

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Cheryl Hajduk, Recording Secretary