



**TOWN OF CEDAR LAKE BOARD OF SAFETY PUBLIC MEETING MINUTES
Wednesday, March 27, 2024 at 6:00 PM**

CALL TO ORDER: 6:03 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	Absent	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

*Virtual attendance
**late arrival

It is noted that Deputy Chief of Police Carl Brittingham was in attendance, but arrived after roll call. Town Council Liaison Julie Rivera and Town Manager Jeff Bunge were in attendance virtually via Zoom link.

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

APPROVAL OF PUBLIC MEETING MINUTES: for Wednesday, February 28, 2024 Public Meeting:

A motion was made by Lester Kaper, seconded by, David Villalobos to approve the Public Meeting Minutes for February 28, 2024.

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

VIPS FEBRUARY 2024 REPORT: Lieutenant Layer reported all hours were made, noting 2 details and it being a slower time of year. Board members thanked Layer and the VIPS for their continued service.

POLICE DEPARTMENT

Communications: Chief Fisher noted that where he did not have any communication for the department, he relayed a message from the current Recording Secretary that it is not the responsibility of the Board Secretary to obtain information for the departments, stating it is the responsibility of the department.

Finances: Chief Fisher noted reports within the Board’s packet and stated they are at 16% of their budget.



Staffing: Chief Fisher reported they are working on the PERF process for the new applicant. He stated testing will take place this weekend to determine an eligibility list of candidates from applications received.

Training Report: Chief Fisher reviewed the report noting Police One, De-escalation and EAP Inservice Department-Wide trainings for the month. Fisher explained in more detail for Villalobos that the K9 training, completed off duty, was authorized for 12 hours a month. The additional K9 training for the month was so the handler could attend training for first aid for his canine.

Equipment: Chief Fisher reported new vehicles were ordered and completion is estimated at 6-8 weeks. Much discussion ensued regarding how many (four), what color and marked/visible or unmarked cars.

A motion was made by Lester Kaper, seconded by David Villalobos, to approve the decommissioned police vehicle to be placed on GovDeals for auction. This item was noted as Old Unit 50, having a warped head, identified as 2014 Dodge Charger VIN Number: 2C3CDXAG6EH290127.

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

Monthly Activity Report: Chief Fisher reported 1072 total calls for service for the month, 559 stops, 542 warnings, 167 citations, 495 law incidents, 32 arrests, 64 ordinance warnings and 85 ordinance citations.

Lexipol Recommended Policy Update: Chief Fisher noted he met with Board Policy Subcommittee members, reviewed the 13 policies by name and noted updates made. Fisher confirmed to Villalobos that this would bring them in compliance with standards.

A motion was made by David Villalobos, seconded by James Olthoff, to approve the thirteen (13) policies read by name.

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

FIRE DEPARTMENT:

Communications: Chief Wilkening noted Schererville Fire Department sent a thank you for a mutual aid call.

Finances: Purchase Orders, Expenditure Reports & Grants: Chief Wilkening reviewed the purchase orders and expenditure reports noting \$22,000 in purchase orders this month including ladder testing, equipment and repairs. Wilkening explained to Villalobos a grant had been submitted in the requested amount of \$400,000 for air packs and they were awaiting status. Wilkening stated the department also is applying for a grant from US Steel for throw rings for rescue efforts from the pier, another grant from



Leary Foundation and noted they did not apply for the SAFER grant as he had not been given authorization to apply before the due date.

Staffing (Part-Time/Full Time Hires): Chief Wilkening stated one person is in the PERF process, one part-time person is doing ride time and another part-time person is not able to start for another two months due to other job priority. Wilkening reported there have been no applications obtained from their recent advertising effort and requested the Board approving a 60-day extension. He asked for applications to be advertised for full time staff as well. He indicated he has one person off with injury in physical therapy. Town Attorney Austgen confirmed to Chairman Stick that the Board could group their motion for this with the Lexipol Policy update motion (noted below).

Training Report: Chief Wilkening reviewed the monthly report noting hours and types of training.

Equipment: Chief Wilkening reported meeting with Council Affairs regarding the purchase of a new ambulance. Wilkening is working on obtaining four quotes, noting lead time was 24+ months. Stick directed Wilkening to reach out to Lowell, as he noted they have dealt with Horton.

Monthly Activity: Chief Wilkening reported 166 total calls for service including 127 EMS, 27 fire, 11 car crashes with injury, 70% in Cedar Lake corporation, 5% mutual aid and 16% in township.

Lexipol Recommended Policy Updates: Chief Wilkening reviewed the policies by name noting most were cleaned up with nothing major. He indicated they had been reviewed by the committee. Villalobos asked for clarification on the take home vehicles. Wilkening stated there were three for himself, Deputy Chief Mager and Acting EMS Chief Konradi. Villalobos asked for clarification on overtime within the department on regarding policy #1010, who gets overtime, and the calling of individuals during shift handoff. Wilkening indicated there is no briefing if there is no one to hand off to, the briefing is only a few minutes in length and no overtime granted. He did clarify if the relief does not show, overtime would be granted. Wilkening stated that he is the authorizing party on overtime and that Deputy Chief Mager was not eligible for overtime.

A motion was made by James Olthoff, seconded by David Villalobos, to allow advertising for full-time to establish a hiring list, extend the existing advertising for part-time another 60 days and to approve the four (4) policies #703, #801, #1010 and #1020.

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

Other: Chief Wilkening stated he sent out the 5-year capital expenditure plan for review.

Legal Report from Town Attorney: Attorney Austgen stated he had nothing to report for the public meeting, but had items for the Executive Session that would follow after this meeting.



Town Council Liaison(s) Report: none was had.

New Building Update: Chief Fisher reported his building is 70% complete. Chief Wilkening stated they will be doing a walk-through the first week of April with his staff and invited members to attend. He will send out date and time to those interested.

PUBLIC COMMENT: None received.

ADJOURNMENT: Stick called the meeting adjourned at 6:43 pm.

NEXT MEETING: Wednesday, April 24, 2024 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