



**TOWN OF CEDAR LAKE BOARD OF SAFETY PUBLIC MEETING MINUTES
Wednesday, June 26, 2024 at 6:00 PM**

CALL TO ORDER: 6:06 pm

PLEDGE OF ALLEGIANCE:

ROLL CALL:

Present	Barbara Littles, Member	Present	William Fisher, Police Chief
Present	Larry Nagy, Member	Absent	Todd Wilkening, Fire Chief
Present	David Villalobos, Member	Absent	Carl Brittingham, Deputy Chief Police
Absent	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

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

APPROVAL OF PUBLIC MEETING MINUTES: for Wednesday, May 22, 2024 Public Meeting:

A motion was made by Barbara Littles, seconded by, Larry Nagy to approve the Public Meeting Minutes for May 22, 2024.

Roll call vote: Littles – Yes, Villalobos – Yes, Nagy – Yes, Stick – Yes. Vote: 4-0.

Stick commented the CLPD Presentation will be held next month.

VIPS MAY 2024 REPORT: Lieutenant Layer reported they had seven call outs, and we had two parades and two bike and a call out for a utility problem.

Chief Fisher commented we are taken a vehicle out of service and VPS will receive the car and it will be in service at the end of July.

Mr. Carnahan asked are some of the other vehicles used that are parked in the back. Chief Fisher responded in the affirmative.

POLICE DEPARTMENT

Communications: Chief Fisher commented nothing at this time.

Finances: Chief Fisher commented the Grant “Too Good for Drugs” final payment to the Town was \$1,500 for a total of \$5,000 that went into the drug fund. Officer Tomko had a community event on June 8, 2024 and was held at Focus Nutrition in Cedar Lake and the donations were \$660. Donation letters were sent



out for the K9 Fund and we are receiving some of those in. We received four cases of gummy bears from Albanese Candies for the 4th of July parade and leftovers will be used at Trunk or Treat.

Chief Fisher commented we received \$5,000 from Safe Coalition and it will go towards any overtime related to drugs or alcohol.

Chief Fisher commented we should be receiving our first car. Discussion ensued regarding a recall on police cars.

Ms. Littles asked what are training handcuffs. Chief Fisher commented they are handcuffs used for new officers that are easily removable. They are used in defensive tactics.

Staffing: Chief Fisher reported Matthew Milan is going to the academy at the end of July.

Training Report: Chief Fisher reviewed the report noting there was firearms qualifications for Matthew Milan. Some officers went to a class called “Bullet Proof Mind” and there was a grant writing class.

Equipment: Chief Fisher reported a few vehicles are broken down, but are getting fixed.

Monthly Activity Report: Chief Fisher reported 1180 total calls for service for the month, 565 traffic stops, 503 traffic warnings, 233 citations, 696 law incidents, 28 arrests, with a total of 41 criminal charges. Code enforcement had 50 Town Ordinance Orders issued and 80 citations for the month. We are doing a high area traffic and we identify areas that have high complaints about speeding vehicles. Officers are giving out citations.

Chief Fisher commented we had to postpone the inspection date and it may be in August. Protecting K9 Heroes was at the Farmers Market booth and they just had their 2nd annual fundraiser, which was a great turnout.

Lexipol Policy Updates: Chief Fisher stated Policy #104 – Jobs and is related to the Police Department and we updated what the Recording Secretary does. We put information on the Policy of where to go for qualifications, descriptions, special assignments, promotions and to go to this specific Policy. Policy #202- Emergency Operations Plan, it updated the address with the Indiana Law Enforcement Accreditation Commission Standards, After Action Reports and Emergency Operations Plan Review. We have an EOP and it is still pending with the attorney and once that is approved, we will add it to this Policy. The EOP will be reviewed every two years. Policy #203 – Training, the Law Enforcement Training Board amended the regulations regarding the mandatory and service training requirements and deadline for submittal of annual written training status from March 31st to January 31st. Government mandated training records and LETB standard 110.2, which is In-service Training Schedules. The Police Department added a section for travel of what is reimbursable or not. Mr. Austgen asked why don't we follow the Town Policy. Chief Fisher commented it contradicts itself in two locations and they are working on updating it. The Town's Policy has mileage. Policy #209 – Emergency Maintenance Plan – updated address, and responsibilities



and under the command section. Policy #301 – Use of Force Review Boards, updated to address Indiana Law Enforcement Accreditation Standards and removal from the line of duty assignments. Policy #302 – Handcuffing and Restraints, this is a Lexipol update and updating address to Indiana Law Enforcement Accreditation Standards (ILEAS) and application for handcuffs and plastic cuffs. Policy #306 – Firearms, law enforcement training board, amended regulations regarding mandatory and service training requirements. Firearms training and qualifications, authorized discharge firearms Range Master duties and procedure for removing unsafe firearms. Policy #312 – Search and Seizure, updated ILEAS. Policy #311 updated for searches and inventory. Policy #337 – Native American Graves Protection, a new policy and it is to help guide officers if they come upon a gravesite. Policy #401 – updated the biased policing and updated the address to ILEAS and supervisor responsibilities. Policy #406 – Crisis Intervention Incidents, this was related to training and their standards and the accreditation was updated and their training. Policy #417 – Criminal Organization, updated ILEAS. Policy #425 – Suspicious Activity Reporting, definitions were updated. Policy #429 – Mobile, Auto & Video Body Worn Cameras, removed “body worn camera,” but we want to maintain BWC, because we have two separate camera systems. Updated the activation of the map. We removed some Supervisor responsibilities. Policy #500 – Traffic, updated the required use “should” to “shall” which requires high visibility vest when directing or controlling traffic. Policy #501 – Traffic Crashes, updated content to address the agencies written directive to include Supervisor responsibilities relating to police involved traffic accidents. Administrative investigation or meaningful reviews. Policy #709 – Collection & Preservation of Evidence, updated for ILEAS. Policy #800 – Department Owned and Personal Property, minor updates. Policy #801 – Personal Communication Devices, updated privacy expectations. Policy #804 – Cash Handling, Security and Management, most of it was rejected as we do not have a Fund Manager. The Clerk Treasurer is the Fund Manager and this is stated in our Policy Manual and we wanted to have one within the Police Department related to petty cash. My Administrative Assistant and myself would only have access to that. Policy #902 – Evidence Room – it was related to investigative trading aids, “members shall obtain written permission from the Chief before using any evidentiary items for training.” Policy #906 – Cybersecurity, some of the Policy was rejected because we have an IT Director versus a Department of Technology. Policy #1002 – Custodial Searches, minor changes. Policy #1104 – Anti Retaliation, updated “in the event that there is a complaint against the Chief of Police, members are to report the matter directly to the Town Manager.” Policy #1120 – Overtime Compensation, instead of a two-hour call out and now will get 30-minute increments. Policy #1128 – Performance History Audits, updated ILEAS for employee reviews.

Discussion ensued in length regarding Policy #1104 regarding changing Town Manager to Town Council President. Stick commented maybe the Policy can state if the matter cannot be resolved by the Town Manager, then it can be referred to the Council President.

A motion was made by Larry Nagy, seconded by Barbara Littles, to approve Policies: #140-Job Descriptions, #202-Emergency Operations Plan, #203-Training, #209-Emergency Management Plan Procedure, #301-Use of Force Review Boards, #302-Handcuffing & Restraints, #306-Firearms, #312-Search & Seizure, #337-Native American Graves Protection, #401-Bias Based Policing, #406-Crisis Intervention Incidents, #417-Criminal Organizations, #425-Suspicious Activity Reporting, #429-Mobile Audio/Video and Body Worn Camera, #500-Traffic, #501-Traffic Crashes, #709-Collection & Preservation



of Evidence, #800-Department Owned and Personal Property, #801-Personal Communication Devices, #804-Cash Handling, Security and Management, #902-Evidence Room, #906-Cybersecurity, #1002-Custodial Searches, #1104-Anti Retaliation, #1120 Overtime Compensation, #1128-Performance History Audits

Roll call vote: Littles – Yes, Villalobos – Yes, Nagy – Yes, Stick – Yes. Vote: 4-0.

Mr. Stick commented Policy #1102 – Special Assignments & Promotions will be deferred to next meeting.

A motion was made by Barbara Littles, seconded by, Larry Nagy to defer Policy #1102 – Special Assignments & Promotions to the July 24, 2024 meeting.

Roll call vote: Littles – Yes, Villalobos – Yes, Nagy – Yes, Stick – Yes. Vote: 4-0.

Other: Chief Fisher commented we have training coming up in July for Logan’s Love and will be doing a presentation on Ben’s Blue Bags. This is a program that puts blue bags in our squad cars to help us in dealing and communicate with children with autism. We had a review of the Employee Assistance Program and we are above the national average.

FIRE DEPARTMENT:

Finances: Purchase Orders, Expenditure Reports & Grants: Deputy Chief Mager reviewed the purchase orders and expenditure reports. Mr. Nagy asked what is a Mustang Ice Commander Suit. Deputy Chief Mager commented it is known as a Gumby suit and is for any cold-water rescue. Two of the suits wore out. The air bags from the Chevy are from 2008 and are original.

Deputy Chief Mager commented they have not heard anything on the Grant.

Lexipol Policy Updates: Chief Mager commented we had a Public Work Session and the following Policies were discussed. Policy #701 – Personal Communication Devices, 911-Fire Station Safety, 917-Personal Firearms, 1000-Recruitment & Selection, 1021-Physical Fitness, 1022-Critical Incident Stress Debriefing, 200-Organizational Structure, 214-Americans with Disability Act (ADA) Compliance, 215-Limited English Proficiency Services, 917-Safety Personal Firearms, 914-Personal Protective Equipment, 1025-Lactation Breaks. Policies 214 and 215 are new policies.

A motion was made by Barbara Littles, seconded by, Larry Nagy to approve the above-mentioned Lexipol Policies.

Roll call vote: Littles – Yes, Villalobos – Yes, Nagy – Yes, Stick – Yes. Vote: 4-0.



Training Report: Deputy Chief Mager reviewed the monthly report noting hours and types of training with 446 hours by breakdown by category.

Equipment: Deputy Chief Mager reported they are working with the Township and they had some costly repairs.

Monthly Activity: Deputy Chief Mager reported 194 total incidents, 148 were EMS, 33 were fire and 13 personal injury accidents. The breakdown by area was 151 unincorporated Hanover Township, 21 and 22 mutual aid calls. This is increasing from the overlapping incidents up to 35% of the time. Weather plays a big part of the incidents.

Staffing (Part-Time/Full Time Hires): Stick commented there were two people that applied for jobs and have been interviewed. Deputy Chief Mager commented they have not.

Stick commented a motion is needed for a recommendation to the Town Council for a conditional full-time employment offer to Jenna Reynhout as she passed CPAT.

A motion was made by Larry Nagy, seconded by Barbara Littles, to send a favorable recommendation to the Town Council for a conditional full-time employment offer to Jenna Reynhout as she passed CPAT.

Roll call vote: Littles – Yes, Villalobos – Yes, Nagy – Yes, Stick – Yes. Vote: 4-0.

Other: Stick commented the Town Council wanted a recommendation from the Public Safety Board. The Town Council to approve the Mabas Agreement (Mutual Aid Box Alarm). Chief Deputy Mager commented we are Division 207, and the Agreement originated; however, the passing of the President of the Division, we are unable to obtain or collect all paperwork. We have decided to have everyone update them this year or provide the copies they had. This would have to go through the proper change within the Town and there have been no changes to this Agreement since inception.

A motion was made by Barbara Littles, seconded by Larry Nagy, to send a favorable recommendation to the Town Council to approve the Mabas Agreement (Mutual Aid Box Alarm).

Roll call vote: Littles – Yes, Villalobos – Yes, Nagy – Yes, Stick – Yes. Vote: 4-0.

Stick commented a motion is needed for a recommendation to the Town Council to hire Town – Hanover School Corporation proposed contract to employ Town paramedics as part-time employees for sporting events when they are off-duty.

Deputy Chief Mager commented anything for sporting events with an absence of an Athletic Director or an assigned person to a certain event, they would like to have a paramedic there. We currently have this with the school, but it is not in a contract form. There is a job for a fire watch and they are employees of the Town.



A motion was made by Barbara Littles, seconded by Larry Nagy, to send a favorable recommendation to Council to hire Town – Hanover School Corporation proposed contract to employ Town paramedics as part-time employees for sporting events when they are off-duty.

Roll call vote: Littles – Yes, Villalobos – Yes, Nagy – Yes, Stick – Yes. Vote: 4-0.

Legal Report from Town Attorney: Mr. Austgen commented we are working on the EOP.

Town Liaison Report: Ms. Rivera had a suggestion to send out a Smart 911 reminding people of the hours of fireworks and to put it on the Town’s Facebook.

Mr. Carnahan asked if the Firewatch is still at Macarthur. Deputy Chief Mager commented that is being handled by the school corporation. We only did it for the initial week.

New Building Update: Chief Fisher reported the Police Department is 98% complete. Waiting on IDEM regarding the water. The backside of the parking lot is paved. The Fire Department side is 90% complete.

PUBLIC COMMENT: None received.

ADJOURNMENT: Stick called the meeting adjourned at 7:04 pm.

NEXT MEETING: Wednesday, July 24, 2024 at 6:00 pm

TOWN OF CEDAR LAKE BOARD OF SAFETY

Norman Stick, Chairman

Lester Kaper, Vice-Chairman

Larry Nagy, Member

David Villalobos, Member

Barbara Littles, Member

Cheryl Hajduk, Recording Secretary