



**TOWN OF CEDAR LAKE BOARD OF SAFETY PUBLIC MEETING MINUTES  
Wednesday, July 24, 2024 at 6:00 PM**

**CALL TO ORDER: 6:00 pm**

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

|         |                             |         |                                       |
|---------|-----------------------------|---------|---------------------------------------|
| Present | Barbara Littles, Member     | Present | William Fisher, Police Chief          |
| Present | Larry Nagy, Member          | Present | Todd Wilkening, Fire Chief            |
| Present | David Villalobos, Member    | Present | Carl Brittingham, Deputy Chief Police |
| Absent  | Lester Kaper, Vice-Chairman | Absent  | Nick Mager, Deputy Chief Fire         |
| Present | Norman Stick, Chairman      | Absent  | 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, June 26, 2024 Public Meeting:**

A motion was made by Larry Nagy, seconded by, Barbara Littles to approve the Public Meeting Minutes for June 26, 2024.

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

**CLPD Presentation: Sounds of Sarah (Patty Stovall):** Chief Fisher commented Ms. Stovall donated Narcan for opioids for any public person that has an issue with a family member or who has substance abuse. Sounds of Sarah was created after her daughter passed away from an opioid overdose. She has been providing these to many communities in Northern Indiana. We will have two locations of where you can find Narcan; one is by the sliding door at Town Hall on the wall.

Ms. Stovall commented she lost her daughter in 2012 from fentanyl poisoning and she started this organization and is a distributor. We have distributed over 10,000 Narcan in Lake County. There is a vending machine in Griffith, Indiana and it is the only vending machine in Lake County. Ms. Stovall discussed resources, awareness and training.

Chief Fisher commented all of our officers carry Narcan. They have a website: [soundsofsarah.org](http://soundsofsarah.org). and Facebook.

**VIPS JUNE 2024 REPORT:** Lieutenant Layer reported they had two callouts, five details and the K9 fundraiser detail. Chief Fisher commented the VIPS Policy is being amended and we are working on it.



## **POLICE DEPARTMENT**

**Communications:** Chief Fisher commented we received another Silver Lexipol plaque with congratulations.

Chief Fisher commented we received a letter from Summerfest, thanking them for their help and services. We received a card from the Can family, thanking them for the flower arrangement.

**Finances:** Chief Fisher commented the Board has the reports to look over. Mr. Villalobos asked about the bronze plaques and memorial benches. Chief Fisher commented there are two benches that were donated by Core in honor of Sergeant Wood and Jason Dees, but the plaques were purchased. Mr. Villalobos asked about the black vests. Chief Fisher commented we received one new and four replacements. Chief Fisher commented the summertime overtime report was a total 201 hours and we spent \$10,400 in overtime for the four days and this was budgeted. Chief Fisher commented we received a Grant from Safe Coalition for \$5,000 and can be used toward drugs or alcohol related. The remaining funds from the Nipsco grant will be for the Gun Safety Program and Firearms Training.

**Staffing:** Chief Fisher reported we received a Letter of Resignation from Officer Kamstra and we need to approve the resignation.

A motion was made by Barbara Littles, seconded by Larry Nagy, to approve Officer Kamstra's Letter of Resignation.

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

Chief Fisher stated we would like to start the PERF process for Randall Lukasik and for a conditional offer of employment.

Stick commented we need to have a conversation as to if we want to go with another rookie or go forward with advertising for a month for a regular officer to fill this position. Chief Fisher commented he would prefer to go with a rookie, because we have had many transfers in the last couple of years. Discussion ensued regarding coverage for shifts. Mr. Villalobos asked if we hire Mr. Lukasik, how long will it take him to get on the road. Chief Fisher commented a month and a half for the PERF process and get the paperwork done, uniforms, and sworn in, guesstimating October, FTO from October through December, the academy will start in January and be on the road in May. Ms. Littles asked are there enough Officers to support that six-month period without them. Mr. Nagy commented a full-time officer may be down for a period of time.

A motion was made by Barbara Littles, seconded by David Villalobos, to approve the hire of Randall Lukasik.



Chief Fisher commented Officer Milan completed his entrance testing and passed. He will start the academy and will graduate in November 2024.

Chief Fisher commented we talked to the Town Council regarding the Too Good for Drugs Program and they are in agreement to let me proceed with presenting to them at the next Council meeting for a part-time position as a Town employee for someone to be able to teach it for us. We do not have anyone to teach the program. We came up with a job description for this position. This will cover Hanover.

Chief Fisher commented we utilized the EAP Program after the incident that happened with the storm.

**Training Report:** Chief Fisher reviewed the report noting there were classes and training for the officers.

**Equipment:** Chief Fisher reported we picked up our four vehicles and they will get outfitted. Discussion ensued regarding the problem with some of the police vehicles, but mostly of the vehicles with the problem are on the highway.

**Monthly Activity Report:** Chief Fisher reported there were 1,169 calls for service for the month, 508 traffic stops, 529 warnings issues, 206 citations issued, a total 679 law calls for the month, 18 arrests and 31 charges. We issued 49 Ordinance warnings for the month and 89 Ordinance citations. We had our Reserve Officer do a community outreach program for fire and safety and it was a success.

**Lexipol Policy Updates:** Chief Fisher commented we have Lexipol Policy #1102, but there are two separate policies: 1102-1- COPD Request and the other is Board of Safety that was recommended by Mr. Villalobos. Chief Fisher stated he does not believe that the investigative position should be decided by an interview with the Board of Safety, this should be selected by the Chief of Police, or whoever that person is. The Chief sees the day-to-day operations and how they deal with the public. It is better to stay with the Chief. Villalobos commented when we interview for a promotion position, the Chief recommends to the Board a list of candidates, we interview them and we make a decision, but we are taking a recommendation from the Chief. Stick commented it is stated under the recommendation of the Chief with the ratification of the Safety Board. Chief Fisher commented promotions would fall under the Board, because there is money involved. In this case, there is no money, but a schedule change and an outfit change. Discussion ensued in length regarding if a recommendation from the Police Chief does not work out.

A motion was made by David Villalobos, seconded by Larry Nagy, to adopt Version #2 Policy #1102 - Board of Safety.

Roll call vote: Littles – No, Villalobos – Yes, Nagy – Yes, Stick – Yes. Vote: 3-1.

Stick commented Policy #1120 – Overtime Compensation last month it was discussed to break up the hours of overtime compensation. Chief Fisher commented he wanted to remove the two-hour callout policy into 30-minute increments. The officers were upset, but it is the right thing to do. Stick commented



it is felt that this issue needed further research. Villalobos read “Supervisors shall, prior to authorizing an employee to work overtime, evaluate the need for overtime, Supervisors should not request to work overtime if the overtime would not be inappropriate use of department resources.” We rely heavily on this portion of the policy. Nagy asked if another Town is called for a K9 and responded, he would get paid 2-hour minimum. He isn’t in uniform, and not being recognized. Chief Fisher commented he is required to wear his vest and identify himself with his badge.

A motion was made by David Villalobos, seconded by, Barbara Littles to revert Policy #1120 Overtime Compensation to the two-hour increments.

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

#### **FIRE DEPARTMENT:**

**Communications:** Chief Wilkening commented we received a letter from Summerfest, thanking them for their help and services.

**Finances: Purchase Orders, Expenditure Reports & Grants:** Chief Wilkening reviewed the purchase orders and expenditure reports. Villalobos asked about the monthly coffee purchase order. Chief Wilkening commented this is for janitorial supplies and all supplies. Villalobos asked about the boat wrap. Chief Wilkening commented the old one was torn up and we replaced it. Chief Wilkening commented we needed to replace our communication system and our masks for the dive team, because they were obsolete or torn up. Nagy asked what is the Universal Lighting. Chief Wilkening commented we received a grant through Nipsco and the match was \$1,800 to replace all of the lights with LED’s. Villalobos commented the overtime is at 92% of the budget. Chief Wilkening commented the overtime was cut and the built-in overtime is taken out of that line item as well. They will need to make additional appropriations and Town Council is aware.

**Staffing:** Chief Wilkening commented we have one applicant that is going through the CPAT testing process. This is the second position to be approved for this year.

**Training Report:** Chief Wilkening commented the report isn’t available this month. There are two EMT’s that are in Paramedic School. St. Anthony’s is looking for somewhere to host a paramedic class and we would like to use the new fire station’s training center for next year.

**Equipment:** Chief Wilkening reported they had some repairs done. The Township truck had repairs and they did not offset some of the costs. Discussion ensued regarding the repairs.

**Monthly Activity:** Nagy asked what is the status of the new fire truck. Chief Wilkening commented we haven’t received a recent status. Stick commented there is the Council Affairs that we have to meet, but it has been brought to our attention that the engine on the Suffin is going to be outdated. The outdated engine is a 9 and they have a 10, 11 and 12. Fireservices recommends the 12. Chief Wilkening asked is it



the X10. Stick commented we need to figure out with the Suffin truck and go with the better engine. Nagy discussed the new truck and his discussions with the salesperson and that the earliest they would get the new truck is late 2025. Nagy commented the X10 engine would be an \$70,000 to \$80,000 upcharge. Discussion ensued in length regarding different brand of fire trucks.

Villalobos commented we signed the contract in 2022 and we do not know what we are going to get when it rolls off of the line. Chief Wilkening commented we know the exact truck we are getting, but there will be an L9 motor in the new truck, but the worry is that it may be obsolete when we receive the truck. Discussion ensued regarding what motor will be in the new truck.

**Chief Wilkening read the letter out loud regarding the truck that is on order.**

Nagy commented he is concerned about not having a backup fire truck. Discussion ensued regarding the Township truck and different scenarios of getting a truck. An upcoming meeting will be scheduled to discuss matters.

**Lexipol Policy Updates:** Chief Wilkening stated the Board of Safety discussed the following policies prior to this meeting: 200 - Organizational Structure, 305 - Tactical Withdrawal, 314 - Wildland Firefighting, 318 - Hazardous Materials Response, 329 - Ride Along Program, 332 - Active Shooter & Other Violet Incidents, 400 - Fire Inspections, 403 - Community Fire Station Visitation Program, 610 - Repetitive Motion Injuries & Training, 702 - Vehicle & Apparatus Inspections Testing, 710 - Department use of social media, 1000 - Recruitment and Selection, 1040 - Military Leave, 1043 - Member Speech, Expression & Social Networking

Chief Wilkening commented under Recruiting, the consensus was to make sure that the agility testing procedure that the Fire Department has, is mentioned as a Policy. That Policy refers to our procedure #700, which is an Agility Testing Program. Stick commented the procedure will be in the Lexipol Policy book.

A motion was made by David Villalobos, seconded by, Larry Nagy to approve the above-mentioned Lexipol Policies as identified in the agenda items.

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

Chief Wilkening commented it was discussed about creating an upgraded social media Policy to make sure there is an official social media site from the Fire Department and not just a union site. This is Policy #710 and it is being worked on. Chief Mager and myself will monitor that site.

Other: Chief Wilkening commented he would like to invite the Commissioners with any concerns to contact him and to keep the dialogue open. Any purchases under the equipment line item, will be presented to the Commission and for approval prior to. We have day to day operations that we spend money on. Stick commented the Safety Board was given direction by Council Affairs that we approve



equipment line items. Stick read out loud the memo from the Clerk-Treasurer. (Attached at the end of the minutes) Discussion ensued regarding giving the responsibility to the Board of Safety to authorize the Fire Department's products and services.

Mr. Austgen stated there is a law called "Repayment of Claim Law." If there is a need or expense that needs to be covered, the Town is liable for it and is required to pay. This is an accounting review check off policy, because our budgets are tight and the necessity of having tighter controls have risen over time. Discussion ensued regarding when to approve if an item is a necessity and having a meeting with a quorum to approve an item(s).

Stick commented we need clarification. Mr. Austgen commented to put this on next month's agenda for discussion.

**Legal Report from Town Attorney:** Mr. Austgen commented he has items that need to be talked about in the Executive Session, including the Emergency Operations Plan.

**Town Liaison Report:** Mr. Carnahan commented he heard from other Council members that the engine for the new fire truck is not a good engine.

**New Building Update:** Chief Fisher reported they are waiting on the water project. We went through the punch list. The project for the water may start August 12, 2024.

Other: Nagy asked about the higher lighting on the back of the Durango's. Chief Fisher commented all of the cars have the new lights installed.

**PUBLIC COMMENT:** Mr. Terry Broadhurst, 14513 Morse Street, commented the budget items and how the Fire Chief would need to go through the requisition procedures for expenditures. Some of the expenditures that both of the public safety departments go through on a day-to-day basis are for public safety. There could be a limit for expenditures before Board approval for everyday costs. Public Safety should be first.

**ADJOURNMENT:** Stick called the meeting adjourned at 8:00 pm.

**NEXT MEETING:** Wednesday, August 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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Larry Nagy, Member

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David Villalobos, Member

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Barbara Littles, Member

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Cheryl Hajduk, Recording Secretary