



**TOWN OF CEDAR LAKE BOARD OF SAFETY PUBLIC MEETING MINUTES  
Wednesday, September 25, 2024 at 6:00 PM**

**CALL TO ORDER: 6:04 pm**

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

Present	Barbara Littles, Member	Present	Carl Brittingham, Interim Chief of Police
Present	Larry Nagy, Member	Present	Todd Wilkening, Fire Chief
Present	David Villalobos, Member	Present	Nick Mager, Deputy Chief Fire
Present	Lester Kaper, Vice-Chairman	Present	Chuck Becker, Town Council Liaison
Present	Norman Stick, Chairman	Present	Robert Carnahan, Town Council Liaison
		Present	David Austgen, Town Attorney

Jeff Bunge, Town Manager was on Zoom

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

Mr. Jake Huppenthal, commented he filed a grievance 60-days ago and hasn't received any feedback. He inquired why is it taking so long, because a response should be received back in 14-days. Mr. Stick commented they will take this under advisement and look into the situation.

Mr. Dean Wilkening, 15101 Euclid Street, asked why the agenda wasn't posted. Ms. Hajduk commented it was a mistake on her part that it didn't get posted.

**APPROVAL OF PUBLIC MEETING MINUTES:** Public Meeting August 28, 2024

A motion was made by Lester Kaper, seconded by Barbara Littles, to approve the Public Meeting Minutes for August 28, 2024.

Roll call vote: Littles – Yes, Villalobos – Yes, Kaper – Yes, Nagy – Yes, Stick – Yes. Vote: 5-0.

**VIPS AUGUST 2024 REPORT:** Lieutenant Layer reported they had five emergency call outs and details. There was a monthly meeting, a funeral and a call out for utility problem.

**POLICE DEPARTMENT**

**Communications:** Interim Chief of Police Brittingham commented we had communication from Shilo Miller where three officers went to a boys' lemonade stand where any donations from that were going to Chihuahua Rescue in Crown Point and Silverstray Social. It made the boys' day that the officers came out to support the cause.



**Finances:** Interim Chief of Police Brittingham commented there has been vehicle repairs this month. All of the funds are still looking good.

**Staffing:** Interim Chief Brittingham commented Officer Matthew Milan is at the academy and he will graduate in November. Officer Pennington is suffering from injuries from the rear end crash on Route 41 and he is still off duty.

**Training Report:** Interim Chief Brittingham commented we had firearms training. The entire department had training. We had two-meter recertifications, railroad safety course, which is ongoing, active shooter training, domestic violence training with an officer. Open-Source Intelligence Training, Interim Chief Brittingham attended.

**Equipment:** Interim Chief Brittingham commented vehicles are waiting on equipment. The completion date may be end of November. Officer Pennington's vehicle is getting repaired and there shouldn't be any issues of the vehicle being repaired. Discussion ensued regarding oil cooler problem that fails on Durango's.

**Monthly Activity Report:** Interim Chief Brittingham reported there were 1,002 calls for service for the month, 362 traffic stops analysis, 255 warnings issued, 159 citations issued, a total 649 law calls for the month, 34 arrests. We issued 33 Ordinance warnings for the month and 77 Ordinance citations.

Interim Carl Brittingham commented he did a presentation at the Senior Social in August.

**Lexipol Policy Updates:** Interim Chief Brittingham commented there were small updates. #316 – Missing Persons, was for a law update and to accept the recommended legal update for a green alert. #317 – Public Alerts, criteria for the green alert and is compared to the other alerts. #327 – VIPS, performance on percentage for call outs with participation of the members as it is spelled out in their Standard Operating Procedures. #334 – Chaplains, wording about vehicle use and having them on file so they can drive vehicles. #118, Lactation Breaks, updated regarding Pregnant Workers Fairness Act that was passed by Congress. This will provide reasonable accommodations for lactating parents. #1119 – Payroll Records, we adopted a new payroll program and we want to specify when payroll had to be completed by the employees and that is Saturday night by midnight, the evening before payroll on Monday. Payroll is done on Monday mornings and the program locks everyone out at midnight on Saturday. #1127 – Temporary Modified Duty Assignments, updated Pregnant Workers Fairness Act that was passed by Congress. #1103 – Grievance Policy, re-wording it, did not fix the problem. The majority want to eliminate grievances as it reflects to collective bargaining.

Mr. Villalobos commented this is a separate voting box.



A motion was made by David Villalobos, seconded by Larry Nagy, to approve #316 – Missing Persons, #317 – Public Alerts, #327 – VIPS, #334 – Chaplains, #118, Lactation Breaks, #1119 – Payroll Records, #1127 – Temporary Modified Duty Assignments Lexipol Policies.

Roll call vote: Littles – Yes, Villalobos – Yes, Kaper – Yes, Nagy – Yes, Stick – Yes. Vote: 5-0.

Mr. Villalobos commented #1103 – Grievances does not apply to our department. We do not have collective bargaining. Any misconduct is handled through personnel complaints. The Grievance Policy conflicts with the Personnel Complaint Policy.

Ms. Littles commented the lower you are in rank, you have a way to go up through the rank, so if there is a problem, how do they go about this. Mr. Villalobos commented the definition of grievance in the Policy is a sit-down meeting to discuss the best way to run the department. If there is misconduct, it is handled under Personnel Complaints.

A motion was made by David Villalobos, seconded by Lester Kaper, to delete #1103 – Grievances from Lexipol Policies.

Roll call vote: Littles – No, Villalobos – Yes, Kaper – Yes, Nagy – Yes, Stick – Yes. Vote: 4-1.

**Other:** Interim Chief Brittingham commented the Emergency Operations Plan we don't have any other progress at this time. Mr. Austgen commented the Town Manager's Office has additional information that needs to be looked at.

#### **FIRE DEPARTMENT:**

**Communications:** Chief Wilkening commented we had someone that sent us a check for \$1,100 as a donation for EMS equipment. It was in response to her home and she appreciated that. We received an email referencing another person that was happy with the way they were treated by our department.

**Finances: Purchase Orders, Expenditure Reports & Grants:** Chief Wilkening commented he did not have any purchase requisitions.

A motion was made by Barbara Littles, seconded by Larry Nagy, to approve the purchase requisitions.

Roll call vote: Littles – Yes, Villalobos – Yes, Kaper – Yes, Nagy – Yes, Stick – Yes. Vote: 5-0.

**Expenditure Reports & Grants:** Chief Wilkening commented we have the air pack grant that was written, but we have not heard anything yet.

**Staffing:** Chief Wilkening commented we conducted an agility test for five personnel that showed up and there are another three or four that want to work part-time and volunteer.



There was a power outage; audio was lost for five minutes.

Chief Wilkening discussed needing three full-time people, promoting Todd Konradi to Captain and recommending Michael Gagliardi for full-time to the Town Council.

A motion was made by Barbara Littles, seconded by Larry Nagy, to approve the part-time people: Anthony Elkmann, Jenna Nelson, Stephen Williams (volunteer), Katherine Kavuerhave, and Mark Whitlock. Michael Gagliardi will start part-time and will go into full-time after completing PERF Process.

Roll call vote: Littles – Yes, Villalobos – Yes, Kaper – Yes, Nagy – Yes, Stick – Yes. Vote: 5-0.

A motion was made by Larry Nagy, seconded by David Villalobos, to send a favorable recommendation to the Town Council to promote Todd Konradi as Captain/Paramedic.

Roll call vote: Littles – Yes, Villalobos – Yes, Kaper – Yes, Nagy – Yes, Stick – Yes. Vote: 5-0.

Chief Wilkening commented this will be replacing a Captain that is leaving and there will be no impact to the actual budget.

**Training Report:** Chief Wilkening commented Chief Mager did not get the training report completed. We will have it next month.

**Equipment:** Chief Wilkening commented we have all three ambulances back in service.

Mr. Nagy asked in the future, is there something that would need to be done to rent an ambulance, if needed. Mr. Stick commented it would be dire if three ambulances went down. Discussion ensued.

Chief Wilkening commented the Town Council would give authority to rent an ambulance in the future, if needed.

Chief Wilkening commented the ladder truck is out of service, as it blew a seal. The suburban is in the shop for mechanical issues.

**Monthly Activity:** Chief Wilkening commented the monthly activity report is not completed this month. We are up 1,600 calls for the year.

**Lexipol Policy Updates:** Chief Wilkening commented the four we are looking at is Federal mandate. #1032 and #1033 - Temporary Modified Duty Assignments, updated the legislative action and federal regulations. The Purpose and Scope are to include the word “limitation.” Pregnancy regarding providing accommodations and the punctuations have been corrected. #1025 – Lactation Breaks, updated because of Federal Regulations, Purpose and Scope has been updated for clarity. #803 – Patient Medical Record



Security & Privacy, updated because of legislative action impacts its content and release of PHI to Law Enforcement.

A motion was made by David Villalobos, seconded by Larry Nagy, to amend the agenda to add a vote box for Lexipol Policies.

Roll call vote: Littles – Yes, Villalobos – Yes, Kaper – Yes, Nagy – Yes, Stick – Yes. Vote: 5-0.

A motion was made by David Villalobos, seconded by Larry Nagy, to approve Lexipol Policies #803 – Patient Medical Record Security & Privacy, #1025 – Lactation Breaks, 1032/1033 – Temporary Modified Duty Assignments.

Roll call vote: Littles – Yes, Villalobos – Yes, Kaper – Yes, Nagy – Yes, Stick – Yes. Vote: 5-0.

**Legal Report from Town Attorney:** Mr. Austgen commented he has given the report on the Emergency Operations Plan and he will get with the Town Manager.

**Town Liaison Report:** Mr. Becker asked about the Grievance and what if someone already has a grievance filed. Mr. Villalobos commented the Policy was unnecessary and to achieve the goal that someone would want to submit a Grievance, we would refer to the Personnel Complaint Policy.

**New Building Update:** Interim Chief Brittingham commented the furniture looks good and he wasn't taking credit for any of the progress because IT is working every day. The water lines were being flushed. Chief Wilkening commented we do not have furniture yet, but we will get it soon.

**PUBLIC COMMENT:**

Mr. Jerry Connor, 10330 Paramount Way, commented last month there was an applicant for a volunteer firefighter and that the application fell through the cracks. Has that been resolved. Mr. Stick commented he got hired tonight. People want to serve the community.

**ADJOURNMENT:** Stick called the meeting adjourned at 6:58 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