



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

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

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

Present	Barbara Littles, Member	Present	Carl Brittingham, Interim Chief of Police
Absent	Larry Nagy, Member	Present	Todd Wilkening, Fire Chief
Present	David Villalobos, Member	Absent	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. None was had.

**APPROVAL OF PUBLIC MEETING MINUTES:** Public Meeting October 23, 2024

A motion was made by Lester Kaper, seconded by Barbara Littles, to approve the Public Meeting Minutes for October 23, 2024.

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

**VIPS OCTOBER 2024 REPORT:** Tim Layer reported they had 57 hours combined with the VIP members and seven details and one call out.

**POLICE DEPARTMENT**

**Communications:** Interim Chief of Police Brittingham commented he received an email from the School Safety Director thanking Officer Tomko and K9 Johnny to assist with the high school canine sweep on October 30, 2024. Officer Tomko also scheduled some of the canine units from other departments as part of the training for that day. The search went well and the teams were very professional. We located some items with the assistance of the K9's.

Interim Chief of Police Brittingham commented we received a thank-you card from the previous VIPS member. Her husband passed away and we sent some flowers.

Interim Chief of Police Brittingham commented a press release was sent out regarding a domestic incident. Immediate action was taken and the individual was taken into custody.



Interim Chief of Police Brittingham commented due to that incident, all four officers were given a Letter of Accommodation for their response.

**Finances:** Interim Chief of Police Brittingham commented mostly vehicle repairs and we are getting hit hard with repairs. The Town hired a mechanic and we will start giving him repairs to do.

Interim Chief of Police Brittingham commented regarding transfers and overtime. It is not because we overspent, it is because when the Officers work the grants, we are reimbursed and the money goes back into the General Fund, so it does not go back into our budget or overtime. We will be asking for some of that money to be put back into overtime so it can cover Taylor Ice Fest and extra patrols for the holiday.

**Staffing:** Interim Chief of Police Brittingham commented Officer Milan is on the road. He did very well in the academy. Officer Pennington is out with a fractured bone in his arm, which he received a week after coming back from his vehicle accident. This was due to mandatory training that requires us to do hands on defensive tactics training. This type of training has a high probability of injury. Discussion ensued.

Interim Chief Brittingham commented we have been taking open applications, but we have taken down the posting, because we are not hiring right now and we do not have the approval to do so right now.

**Training Report:** Mr. Carnahan asked what does Police One mean.

Interim Chief Brittingham commented Police One is online training. It complies with the standards and state requirements. We had firearm training, defensive tactics training, with the exception of Officer Pennington. We did train the trainer for Ethics, SWAT Training, Glock Armorer, and Intoximeter Recertification.

**Equipment:** Interim Chief Brittingham commented the vehicles are moving very slow. Discussion ensued regarding the new vehicles and who is getting the older cars. Discussion ensued regarding the damage on Officer Pennington's car.

Interim Chief Brittingham commented we have a 2016 Ford Explorer that was given to VIPS and has many problems and we would like to ask the Town Council to put it on auction. We would like to have permission to transfer the old VIPS #501 2010 Dodge Charger to Public Works.

A motion was made by Barbara Littles, seconded by Lester Kaper, to approve the transfer of the old VIPS #501 2010 Dodge Charger to Public Works.

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

**Monthly Activity Report:** Interim Chief Brittingham reported calls for service were 895, traffic stop analysis: 287, warning analysis: 257, citation analysis: 119, law incidents: 615, arrests: 22, arrest offense: 29, warnings: 34, citations: 35.



Interim Chief Brittingham commented we are working on Performance Evaluations, which will be due at the end of the year.

Mr. Kaper asked how many cars are due to be purchased next year. Interim Chief Brittingham commented we were slated for five cars, but other capital purchases have been made. In discussions with Ms. Sandberg, she advised the Town Council that there would be a problem with purchasing cars, because of the other capital purchases. We would be fine with having four cars purchased. We are on a rotation and we are behind on the rotation of the cars. Discussion ensued regarding rotating of police cars and getting behind on purchasing new police vehicles.

Mr. Kaper commented we need to do a letter to the Town Council regarding getting new police vehicles. Mr. Austgen commented there is a Town Council meeting next week and this item can be discussed then.

Interim Chief Brittingham commented we are not in the budget to receive any new police vehicles next year. Discussion ensued regarding on how and when the cars were paid for in the past.

Interim Chief Brittingham commented the whole entire VIPS unit depends on us to hand them down a decent vehicle for them to use.

#### **FIRE DEPARTMENT:**

**Communications:** Chief Wilkening commented we officially did not receive the air pack grant.

**Finances: Purchase Orders, Expenditure Reports & Grants:** Chief Wilkening commented the Board has a copy of the finances to look over.

**Expenditure Reports & Grants:** Chief Wilkening commented we received a \$5,000 grant from Nipsco for smoke detectors and carbon monoxide detectors and also education materials. We will advertise heavily for smoke and carbon monoxide detectors for the community and buy some education learning materials for the kids in the schools.

**Staffing:** Chief Wilkening commented Anthony Elkmann passed the Agility Test and we would like for him to be approved.

A motion was made by Barbara Littles, seconded by Lester Kaper, to send a favorable recommendation to the Town Council to hire Anthony Elkmann for full-time firefighter/Paramedic.

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



**Training Report:** Chief Wilkening commented the department logged 591 training hours for the month of October. All mandatory training for the year is complete.

**Equipment:** Chief Wilkening commented we do not have any new purchases. The ambulance is getting a new motor. We had to get new tires on the township truck.

**Monthly Activity:** Chief Wilkening commented there were 198 incidents and 79% were EMS, 16 were fire, 10 personal injury crashes. The Town was 86% and Hanover Township was 14% and 12 mutual aid calls. There were 44 overlapping incidents. Overall, there were 183 calls and as of end of October there were 1,815 calls for the year. There were 123 car crashes with injuries this year due to more traffic on Route 41 and in different areas.

**Lexipol Policy Updates:** Chief Wilkening commented there were some revisions to Lexipol Policies. The first one was #101 – Chief Executive Officer, it was requested to remove all qualifications and training to be a Fire Chief and we decided to leave that in there, which is not a mandate that we remove it. #328 – Community Volunteer Program, updated because regulatory action impacts its content-Home Land Security passed a new regulation related to training for EMS support personnel. #401-Fire Investigations, updated because regulatory action impacts its content-Homeland Security passed new regulation related to fire investigator qualification. #600- Fire Apparatus Driver/Operator Training, updated due to regulatory action impacts its content Homeland Security passed new regulations related to driver/operator training- Procedures citations to repealed regulations have been deleted and new citations have been added. Punctuation corrected and new gendered pronouns have been removed. #605-Hazardous Materials (HAZMAT) Training, updated due to regulatory actions impacts its content. Citations have been added in First Responder Awareness, Hazmat First Responder Operations, Hazmat Technician and Hazmat Incident Commander. Punctuation has been corrected. #708-Photography and Electronic Imaging, this policy has been updated because the new Body-Worn Cameras Policy affects its content. Changes include Purpose and Scope content related to media captured using body-worn cameras has been added. Prohibited use of photography or electronic imaging gendered pronouns have been removed. Punctuation had been corrected. New Policy addresses body-worn cameras in the fire service. #711-Body-Worn Cameras, brand new Policy. #803-Patient Medical Record Security and Privacy, policy has been updated because the new body worn cameras policy affects its content. #909-Health and Safety Officer (HSO), policy has been updated by Homeland Security’s Board of Firefighting Personnel Standards & Education passed new regulation related to HSO qualifications and NFPA standards. A citation has been added and the edit level has been changed to “STATE.” Punctuation corrected. #1000-Recruitment and Selection, policy has been updated by Homeland Security. In TRAINING, a repealed citation has been deleted and anew citation has been added. Punctuation has been corrected and gendered pronouns have been removed. #1014-Conduct and Behavior, Homeland Security has updated passed new regulation requiring members to report certain criminal convictions. Reporting to convictions has been added as a new subsection in Conformance to laws to address the requirement. Punctuation has been corrected in Gifts and Gratuities. #1025-Lactation Breaks, wording has been changed throughout the policy. #1033-Temporary Modified Duty Assignments, wording has been changed throughout the policy.



Ms. Littles commented she is concerned with the Policies #711 and #803. It says that the media that is captured is not to be dispersed. How do we stop this from being shared, because of social media. Chief Wilkening commented anything put on social media has to be approved by the Fire Chief. The Board of Safety asked me to create a Facebook site that is official from the Fire Chief's office for official information. Discussion ensued regarding discipline and violating policy.

A motion was made by David Villalobos, seconded by Lester Kaper, to approve the Lexipol Policy Updates.

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

**Other:** Chief Wilkening commented the Ethics Training was attended by most of the full-time personnel.

**New Building Update:** Mr. Carnahan commented he talked to our Engineer and we had preliminary approval from IDEM to get the permit and now they are requesting more information. Once the permit is approved, there will be a 45-day waiting period before we can put the water in at the Police and Fire Department.

**Other:** Mr. Kaper commented he would like to thank the Police, VIPS and Fire Department for their help at the Jean Eberly Parade. We had 54 entries this year.

**PUBLIC COMMENT:** None was had.

**ADJOURNMENT:** Stick called the meeting adjourned at 7:07 pm.

**TOWN OF CEDAR LAKE BOARD OF SAFETY**



Norman Stick, Chairman



Lester Kaper, Vice-Chairman



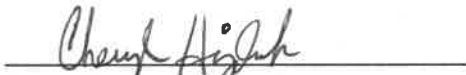
Larry Nagy, Member



David Villalobos, Member



Barbara Littles, Member



Cheryl Haduk, Recording Secretary