

I. REGULAR MEETING

April 19, 2023

The Board of Public Safety met in the Regular Meeting at 9:16 a.m. on Wednesday, April 19, 2023, with Board President Daniel Jones, and Board Members Darryl Heller, Lee Ross, and Pamela Claeys was present. Also present were Police Chief Scott Ruskowski, Fire Chief Carl Buchanon, and Attorneys Danielle Campbell Weiss, Kylie Connell, Adam Taylor, and Board Clerk Theresa Heffner. Board Member Al Kirsits was not present. The meeting was held on the 4<sup>th</sup> Floor Council Chambers Room, 227 W. Jefferson Blvd., South Bend, Indiana and virtually via Microsoft Teams at the following link: <https://tinyurl.com/2023BPSHybrid>

Attorney Weiss asked that everyone mute their microphone when not speaking and reminded attendees that comments from the public should be saved for the Privilege of the Floor portion of the meeting. Attorney Weiss then read through the agenda to note any additions or corrections.

A. ROLL CALL OF MEMBERS

Board President Dan Jones welcomed the public, called roll, and confirmed the presence of Board Members, and noted Al Kirsits was not present.

B. APPROVE MINUTES OF PREVIOUS MEETINGS

Upon a motion by Lee Ross, seconded by Pamela Claeys and carried by a roll call, the Board approved the Minutes of the March 15, 2023 regular meeting. Darryl Heller abstained from voting, due to not being at the March 15, 2023 meeting.

C. POLICE DEPARTMENT1. APPROVE HIRING IN OF PROBATIONARY POLICE OFFICERS

Kadeen Hughes  
Andrew Witt

Chief Ruskowski submitted a Letter of Recommendation for the hiring of the Probationary Police Officers listed above, effective April 19, 2023. Chief Ruskowski stated the following individuals have met the requirements of the application process of the South Bend Police Department.

Upon a motion by Lee Ross, seconded by Pamela Claeys and followed by a roll call, the Board approved the hiring of the above Probationary Police Officers.

2. SWEARING IN OF PROBATIONARY POLICE OFFICER

Captain Fulnecky gave a brief biography of the Officers highlighting their talents, achievements, education, and interests. City Clerk Dawn Jones administered the oath which was then followed by the badge pinning.

3. RECEIVE LETTER OF PROMOTION TO PATROL DIVISION CHIEF - JOSEPH LESZCZYNSKI

Chief Ruskowski submitted a letter informing the Board of Public Safety that Captain Joseph Leszczynski, PN 409 was appointed to the rank of Patrol Division Chief effective April 8, 2023. Chief stated Captain Leszczynski was sworn to the department on March 29, 1989 and asked the Board to join him in congratulating Division Chief Leszczynski on his promotion.

4. APPROVE PROMOTIONS TO PATROLMAN 1<sup>ST</sup> CLASS

Chad Beatty  
Rosie Staatz

Chief Ruskowski submitted Letters of recommendations for the above officers to be promoted to Patrolman 1<sup>st</sup> Class. Chief stated the above officers have successfully met the requirements outlined in the working agreement to become Patrolman 1<sup>st</sup> Class with the South Bend Police Department. Chief Ruskowski noted that Officer Beatty's effective date was April 6, 2023, and Officer Staatz's effective date was April 18, 2023.

Upon a motion by Darryl Heller, seconded by Lee Ross, and followed by a roll call, the Board approved the promotions to Patrolman 1<sup>st</sup> Class.

5. ACKNOWLEDGEMENT OF COMMENDATION - ZACHERY WELLS

Chief Ruskowski submitted a Commendation Recommendation Report for Officer Zachery

Wells. Chief Ruskowski stated on March 27, 2023, Officer Wells received a call from dispatch for shots fired. Officer Wells was the first patrol unit on the scene and was able to locate the victim and apply a tourniquet to the victim’s leg where they were shot. Chief Ruskowski emphasized that because of Officer Well’s actions, the victim survived.

President Jones thanked Officer Wells on behalf of the Board and asked Chief Ruskowski to make sure he was presented with a Commendation Coin.

6. APPROVE APPLICATION AND DECLARATION FOR RETIREMENT - ANDREW NOWAK

Chief Ruskowski submitted a Letter of Application and Declaration for Retirement for Officer Andrew Nowak, PN 2102. Chief stated Officer Nowak is retiring in good standing, from the SBPD, effective April 25, 2023, he will have been with the department for twenty (20) years and three (3) days. Chief Ruskowski thanked him for his many years of service with the SBPD and wished him success in his new endeavors.

Upon a motion by Darryl Heller, seconded by Pamela Claeys, and followed by a roll call, the Application and Declaration for Retirement was approved. President Jones stated Officer Nowak will be presented with a Commendation coin for his twenty (20) years of service.

7. ACCEPT LETTERS OF RESIGNATION

Dillon Dugger

Travis Waits

Chief Ruskowski submitted Letters of Resignation for the above Officers. Chief stated Officer Dugger was sworn in to the SBPD on June 19, 2019 and his effective resignation date was April 7, 2023. Chief noted Officer Travis Waits was sworn in to the SBPD on December 7, 2022 and his effective resignation date was March 29, 2023. President Jones accepted the Letters on behalf of the Board.

8. APPROVE LEXIPOL POLICIES

- 429 – Medical Aid and Response
- 803 – Records Maintenance and Release
- 900 – Temporary Custody of Adults
- 1024 – Temporary Modified Duty Assignments

Attorney Kylie Connell submitted the proposed changes for the Lexipol Policies for the above sections and asked for approval. Attorney Connell gave a summary of the above policies.

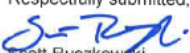
Upon a motion by Pamela Claeys, seconded by Lee Ross, and followed by a roll call the proposed changes to the Lexipol Policies were approved.

9. FILE MONTHLY STATISTICAL ANALYSIS REPORT MARCH 2023

Chief Scott Ruskowski submitted the monthly statistical analysis report for March 2023. Chief Ruskowski stated that there was an overall increase of eighteen percent (18%) in Part One Offenses, he stated there was a sixty-seven percent (67%) increase in homicides, fifty-two percent (52%) increase in robberies and a fifty percent (50%) increase in arsons. The Chief stated these categories were significant increases from this time last year.

The March 2023 analysis is as follows:

PART 1 OFFENSES	YEAR TO DATE					
	2022	2023	CHANGE	2022	2023	CHANGE
HOMICIDE	1	3	2	3	5	2
JUSTIFIABLE HOMICIDE*	0	0	0	1	1	0
RAPE	8	9	1	20	20	0
ROBBERY	20	9	-11	50	76	26
AGGRAVATED ASSLT	112	85	-27	248	231	-17
BURGLARY RES	43	41	-2	103	121	18
BURGLARY NON RES	12	25	13	45	42	-3
LARCENY	217	216	-1	459	583	124
MOTOR VEH THEFT	30	39	9	105	138	33
ARSONS	0	1	1	2	3	1
GRAND TOTAL	443	428	-15	1035	1219	184

Respectfully submitted,  
  
 Scott Ruskowski  
 Chief of Police

Month: MARCH 2023

<u>PART 1 OFFENSES</u>	<u>2022</u>	<u>2023</u>	<u>CHANGE</u>
HOMICIDE	3	5	67%*
JUSTIFIABLE HOMICIDE*	1	1	0%
RAPE	20	20	0%
ROBBERY	50	76	52%
AGGRAVATED ASSLT	248	231	-7%
BURGLARY RES.	103	121	17%
BURGLARY NON RES.	45	42	-7%
LARCENY	459	583	27%*
MOTOR VEH THEFT	105	138	31%*
ARSONS	2	3	50%*
<b>GRAND TOTAL</b>	<b>1035</b>	<b>1219</b>	<b>18%</b>

18% CHANGE IN PART 1 CRIMES THROUGH MARCH 2023

#### D. FIRE DEPARTMENT

##### 1. APPROVE APPLICATION AND DECLARATION FOR RETIREMENT - TRACEY CANNADY

Chief Carl Buchanon submitted a Letter of Application and Declaration for Retirement for Firefighter Tracey Cannady, Badge No. 432. The Chief wrote that Firefighter Cannady was appointed to the SBF on October 24, 1997, spending most of his years at Fire Station No. 6. His effective date of retirement was April 4, 2023. Chief Buchanon asked the Board to join them in appreciation and gratitude for his commitment and distinguished service to the SBF and the citizens of the City of South Bend and wished him many years of good health and happiness on his retirement.

Upon a motion by Darryl Heller, seconded by Lee Ross, and followed by a roll call, the Application and Declaration for Retirement was approved. President Jones thanked Firefighter Cannady and stated he would be presented with a Commendation Coin for his twenty-five (25) years of service.

Member Lee Ross gave his condolences on the passing of former Firefighter Jack Reed. Chief Buchanon also noted the passing of two (2) other Firefighters, Preston Johnson and Jack Crittendon, and stated this has been a trying month for the SBF family.

##### 2. APPROVE LEXIPOL POLICIES

- 100 – Fire Service Authority
- 101 – Oath of Office
- 102 – Policy Manual
- 200 – Organizational Structure
- 201 – Emergency Action Plan and Fire Prevention Plan
- 202 – General Orders
- 203 – Training Orders
- 204 – Liability Claims
- 205 – Electronic Mail
- 206 – Administrative Communications
- 207 – Minimum Staffing Levels
- 208 – After Action Reviews
- 209 – Annual Planning Master Calendar
- 210 – Daily Activity Log - Journal

Attorney Adam Taylor submitted the above Lexipol Policies for approval, and reminded the Board Members and the public that the above policies were submitted to the Board at the March 2023 Board of Public Safety Meeting.

Upon a motion by Pamela Claeys, seconded by Darryl Heller, and followed by a roll call the proposed changes for the Lexipol Policies were approved.

3. RECEIVE LEXIPOL POLICIES

- 300 – Incident Management
- 301 – Emergency and Non-Emergency Responses
- 302 – Urban Search and Rescue
- 303 – Response Time Standards
- 304 – Safely Surrendered Baby Law
- 305 – News Media and Community Relations
- 306 – Scene Preservation
- 307 – Child Abuse
- 308 – Disposition of Valuables
- 309 – Performance of Duties
- 310 – Adult Abuse
- 311 – Traffic Accidents
- 312 – Line of Duty Death and Serious Injury Investigations
- 313 – National Fire Incident Report System
- 314 – Ride-along Program
- 315 – Grocery Shopping On-Duty
- 316 – Active Shooter and Other Violent Incidents
- 317 – Duty Firearms and Use of Force (previously approved by BOPS)
- 318 – Mobile and Portable Audio/Recorders
- 319 – Unmanned Aerial Systems

Attorney Adam Taylor submitted the above Lexipol Policies for review by the Board and to considered for approval at the next Board Meeting. Attorney Taylor did a summary of each item above.

4. FILE QUARTERLY TRAVEL AND TRAINING REPORT

Chief Carl Buchanon submitted the quarterly travel and training report for January, February, and March of 2023.



**SOUTH BEND FIRE DEPARTMENT**  
 Quarterly Travel & Training Expenses: January-March 2023  
 Carl R. Buchanon, Fire Chief

MONTHLY EXPENSE	STAFF ATTENDING	DESTINATION	JUSTIFICATION	COST / EXPENSES
January - \$24,615	Chief Buchanon, A/C Damiano	Islamorado, FL Jan. 6-11	Chiefs Leadership Summit	registration, flight, hotel, meals \$6,400
	T. Skwarcan S. Degeyter L. McCreary T. Platz, P. Pajakowski	St. Petes Beach, FL Jan. 15-20	Fire Dept. Safety Officers Annual Conference	registration, flight, hotel, meals \$13,715
	A/C Andrew Myer	Tampa, FL Jan. 25-29	EMS Physicians Annual Conf.	registration, flight, hotel \$4,500
February - \$1,903	D. Bikowski, S. Downey	Emmitsburg, MD Feb. 5-18	National Fire Academy Chemistry/Emergency Response	Meal ticket \$1,188
	J. Watkins, C. Powell	Elkhart Feb. 22-24	Critical Incident Stress Management	Registration \$600
	Chief Buchanon	Indianapolis, IN Feb. 13-14	IFCA Legislative Day	Hotel \$115
March - \$2,703	A/C Ellis, J. Fleming D. Hylkema	Vincennes, IN March 6-10	Fire Inspectors Association of Indiana Conference	registration, hotel, meals \$2,703
	D. Jones, E. Lundry	Charlotte, NC March 15-17	Mobile Integrated Health & Community Paramedicine Summit	Sponsored by District 2
	J. Knepp, A. Kaser. L. McCreary	Noblesville, IN March 27	Peer Support Training	
QUARTER TOTAL - \$29,221				

5. FILE MONTHLY STATISTICAL ANALYSIS REPORT FOR MARCH 2023

Chief Carl Buchanon submitted the monthly statistical analysis report for March 2023. Chief stated structure fires were three (3) times the amount as last year, and stated due to the economy, the cost of materials have escalated and this is what the cost factor is now compared to the same time as last year. Chief also stated the inspectors have been able to complete about one and a half (1.5) times more inspections than last year. Chief Buchanon noted the amount of monthly calls totalled 4,805 and said that this is a lot of calls for a one (1) month period. Chief Buchanon also noted they are maintaining their smoke detectors and carbon monoxide installations, and are being proactive to inform the South Bend citizens of the program.

MARCH 2022	MARCH 2023
STRUCTURE FIRES Property Damage–Buildings & Contents (Estimates)	
\$97,000	\$346,000
INSPECTION DIVISION	
162 Inspections 97 Re-Inspections	228 Inspections
INVESTIGATION DIVISION	
11 Investigations	9 Investigations
1 Incendiary 6 Accidental 0 Natural 1 Undetermined	3 Incendiary 5 Accidental 0 Natural 1 Undetermined

F. PRIVILEGE OF THE FLOOR

Attorney Weiss reminded the public to use the hand-raising function of Microsoft Teams to indicate their desire to speak during Privilege of the Floor. She reminded attendees that they would be allotted three (3) minutes to speak.

**Attorney Kylie Connell** wanted to make it clear on her comment regarding Lexipol Policy 803 – Records Maintenance and Release, that the SBPD has been following the law, the Prior Policy was not accurate, but the Records Department has been executing the Access to Public Records Act (APRA) and pulling records requests in accordance with the law.

G. ADJOURNMENT

There being no further business to come before the Board, upon a motion by Darryl Heller, seconded by Lee Ross, and carried by roll call, the meeting was adjourned at 10:52 a.m.

BOARD OF PUBLIC SAFETY



\_\_\_\_\_  
Daniel Jones, President



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Darryl Heller, Member



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Lee Ross, Member



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Pamela Claey, Member

ATTEST:



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Theresa Heffner, Clerk