

I. REGULAR MEETING

August 16, 2023

The Board of Public Safety met in the Regular Meeting at 9:16 a.m. on Wednesday, August 16, 2023, with Board President Daniel Jones, and Board Members Darryl Heller, Lee Ross, Al Kirsits and Pamela Claeys were present. Also present were Police Chief Scott Ruzzkowski, Fire Chief Carl Buchanon, and Attorneys Danielle Campbell Weiss, Kylie Connell, Adam Taylor, and Board Clerk Theresa Heffner. 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.

Chief Scott Ruzzkowski stated item C. 1. B. the hiring of Andre Jamal Mathews was removed due to paperwork issues. Chief Ruzzkowski also noted he need to add two (2) items as well. An acknowledgment of Commendations of Life Saving Award for Lieutenant Maranda Baker, Officers John Bies, Brad Sadilek, Lauren Baker, and Jerrid Arnold. Chief Ruzzkowski stated a Special Meeting needs to be scheduled for hiring of probationary officers as well.

A. ROLL CALL OF MEMBERS

Board President Dan Jones welcomed the public, called roll, and confirmed the presence of the Board Members.

B. APPROVE MINUTES OF PREVIOUS MEETINGS

Upon a motion by Darry Heller, seconded by Lee Ross, and carried by roll call, the Board approved the Minutes of the July 19, 2023 regular meeting.

C. POLICE DEPARTMENT1. APPROVE HIRING OF PROBATIONARY POLICE OFFICER – MELISSA HAVENS

Chief Ruzzkowski submitted a Letter of Recommendation for the hiring of the Probationary Police Officer Melissa Sue Havens, effective August 16, 2023. Chief Ruzzkowski stated she has met the requirements of the application process of the South Bend Police Department. Chief Ruzzkowski stated Officer Havens was a sworn officer on the Mishawaka Police Department from October 4, 2011 to August 2023.

Upon a motion by Darryl Heller, seconded by Al Kirsits, and followed by a roll call, the Board approved the hiring of the above Probationary Police Officer Melissa Havens.

2. SWEARING IN OF PROBATIONARY POLICE OFFICER

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

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

Jacob Hasbrook  
Brian Meador  
Austin Price  
Antonio Rodriguez  
David Stefanovski  
Daniel Turner  
Caleb Waits

Chief Ruzzkowski submitted Letters of recommendations for the above officers to be promoted to Patrolman 1<sup>st</sup> Class effective August 25, 2023. 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 SBPD.

Upon a motion by Pam Claeys, seconded by Al Kirsits, and followed by a roll call, the Board approved the promotions to Patrolman 1<sup>st</sup> Class.

4. APPROVE APPLICATION AND DECLARATION FOR RETIREMENT

Dominic Zarate  
Britton Pratt

Chief Scott Ruszkowski submitted letters of Application and Declaration for Retirement for the above officers.

Chief Ruszkowski stated Officer Dominic Zarate, PN2009 is retiring in good standing, from the SBPD, effective September 2, 2023. He will have been with the Department for twenty-seven (27) years, one (1) month, and eight (8) days.

Upon a motion by Pam Claeys, seconded by Darryl Heller, and followed by a roll call, the Board approved the Application and Declaration for Retirement for Officer Zarate.

Chief Ruszkowski stated that Detective Britton Pratt, PN2008 is retiring in good standing, from the SBPD, effective September 2, 2023. She will have been with the Department for twenty-seven (27) years, and eight (8) days. Chief Ruszkowski noted that she has accepted a new job with the Penn Harris Madison School Corporation.

Upon a motion by Pam Claeys, seconded by Al Kirsits, and followed by a roll call, the Board approved the Application and Declaration for Retirement for Detective Pratt.

5. APPROVE SCHOOL RESOURCE OFFICER (SRO) AGREEMENT

Attorney Kylie Connell submitted a letter of the School Resource Agreement to the Board.

Darryl Heller asked why the Board was not given a month to review the agreement before approving it.

Attorney Connell explained that there were no substantial changes, and the few changes that were requested were by the South Bend Community School Corporation.

Upon a motion by Darryl Heller, seconded by Pam Claeys, and followed by a roll call, the Board approved tabling the School Resource Officer Agreement until the next meeting.

6. APPROVE LEXIPOL POLICY UPDATES

411 – Involuntary Detentions

For the record, Attorney Connell explained a few errors in the policy and made corrections.

Upon a motion by Al Kirstis, seconded by Lee Ross, and followed by a roll call, the Board approved the Lexipol Policy Updated for 411 - Involuntary Detentions

901 – Temporary Custody of Juveniles

Upon a motion by Pam Claeys, seconded by Al Kirsits, and followed by a roll call, the Board approved the Lexipol Policy Updated for 901 - Temporary Custody of Juveniles

7. FILE MONTHLY STATISTICAL ANYALYSIS REPORT JULY 2023

Chief Ruszkowski submitted the monthly statistical analysis report for July 2023. Chief Ruszkowski stated in July, Part One Offenses was down six percent (6%) and noted that next week they will host their quarterly public safety update meeting with the mayor.

The JULY 2023 analysis is as follows:

PART 1 OFFENSES	YEAR TO DATE					
	2022	2023	CHANGE	2022	2023	CHANGE
HOMICIDE/ MANSLAUGHTER	3	3	0	16	13	-3
JUSTIFIABLE HOMICIDE*	0	0	0	2	1	-1
RAPE	1	6	5	37	37	0
ROBBERY	35	14	-21	176	157	-19
AGGRAVATED ASSLT	146	124	-22	764	691	-73
BURGLARY RES	53	40	-13	274	268	-6
BURGLARY NON RES	52	31	-21	186	144	-42
LARCENY	239	199	-40	1360	1334	-26
MOTOR VEH THEFT	69	38	-31	288	284	-4
ARSONS	10	1	-9	19	9	-10
GRAND TOTAL	608	456	-152	3120	2937	-183

Respectfully submitted,

  
 Scott Ruzzkowski  
 Chief of Police

SR/ij

Month: JULY 2023

PART 1 OFFENSES	2022	2023	CHANGE
HOMICIDE/ MANSLAUGHTER	16	13	-19%
JUSTIFIABLE HOMICIDE*	2	1	-50%
RAPE	37	37	0%
ROBBERY	176	157	-11%
AGGRAVATED ASSLT	764	691	-10%
BURGLARY RES.	274	268	-2%
BURGLARY NON RES.	186	144	-23%
LARCENY	1360	1334	-2%
MOTOR VEH THEFT	288	284	-1%
ARSONS	19	9	-53%
GRAND TOTAL	3120	2937	-6%

-6% CHANGE IN PART 1 CRIMES THROUGH JULY 2023



8. ACKNOWLEDGE COMMENDATIONS OF LIFE SAVING AWARD

- Maranda Baker
- John Bies
- Brad Sadilek
- Lauren Baker
- Jerrid Arnold

Chief Ruzzkowski stated that the above officers used their life saving skills and were able to assist with a severely injured child and get them in stable condition and transported for further treatment. Board Member Al Kirsits thanked the Officers and commended them for their actions and skills and stated this is an example of the South Bend Police Department’s finest. President Jones stated all the above officers will be presented with a commendation coin.

9. SCHEDULE AUGUST 30, 2023, SPECIAL MEETING

Chief Ruzzkowski asked the Board to schedule a special meeting on August 30, 2023, at 9:15am to swear in four (4) or six (6) officers. All members agreed upon the Special Meeting on August 30, 2023 at the Police Department.

D. FIRE DEPARTMENT

1. APPROVE HIRING OF PROBATIONARY FIREFIGHTERS

- Cody MacLeod
- Jacob Beebe
- Jake Whitesel
- Tim Born

Stephen Margaritis  
 Paige Burkus  
 Justin Miller  
 Caleb Fischer  
 Justin Rankert  
 Matt Petrie  
 Jordan Walthall  
 Zach Amberg

Chief Carl Buchanon submitted a Letter of Recommendation for the hiring of the Fire Recruits listed above. Chief Buchanon stated each of the recruits has completed all of the class requirements to become members of the SBFD and noted that these recruits will be sworn in at a formal graduation ceremony at the Luther Taylor Fire Training Center on August 18, 2023.

Upon a motion by Al Kirsits, seconded by Darryl Heller, and followed by a roll call, the Board approved the hiring of the above probationary firefighters.

2. ACKNOWLEDGE COMMENDATIONS OF MERITORIOUS SERVICE - CAPTAIN SAMUEL ELLINGER

Chief Carl Buchanon submitted a Letter of commendation for Captain Samuel Ellinger. Chief Buchanon stated Captain Samuel Ellinger, Engine and Medic 7 and a bystander all contributed to saving an individual's life from the St. Joseph River. The Board Members congratulated Captain Ellinger and President Jones stated he would be presented with a commendation coin.

3. APPROVE APPLICATION AND DECLARATION FOR RETIREMENT - CAPTAIN KEN MARKS

Chief Carl Buchanon submitted a Letter of Application and Declaration for Retirement for Captain Ken Marks, Badge No. 363. Chief noted that Captain Marks was appointed to the SBFD on July 17, 1991, and his effective date of retirement was August 11, 2023. Chief stated Captain Marks served the SBFD not only as a lead on the fireground, but also serving as the President of IAFF Local 362 for many years and asked the Board to join him in appreciation and gratitude to Captain Marks for his commitment and dedicated service to the City of South Bend and the SBFD for more than thirty-two (32) years.

Upon a motion by Darryl Heller, seconded by Al Kirsits, and followed by a roll call, the Application and Declaration for Retirement was approved.

4. APPROVE LEXIPOL POLICIES

600 – Fire Apparatus Driver/Operator Training  
 601 – CPR and Automated External Defibrillator Training  
 602- Communicable Disease Training Program  
 603 – Emergency Action Plan and Fire Prevention Training  
 604 – Hazard Communication Program Training  
 605 – HAZMAT Training  
 606 – Hearing Conservation and Noise Control Training  
 607 – Heat Illness Prevention Training  
 608 – Health Insurance Portability and Accountability Act (HIPAA) Training  
 609 – National Incident Management System (NIMS) Training  
 611 – Respiratory Protection Training  
 612 – Training Records  
 613 – Firefighter Health, Safety and Survival Training  
 614 – Live Fire Training  
 1022 – Personal Appearance Standards

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

Upon a motion by Al Kirsits, seconded by Lee Ross, and followed by a roll call the proposed changes for the Lexipol Polices were approved.

5. RECEIVE LEXIPOL POLICIES

- 700 – Use of Department-Owned and Personal Property
- 701 – Vehicle and Apparatus Inspections, Testing, Repair, and Maintenance
- 702 – Use of Department Vehicle
- 703 – Information of Technology Use
- 704 – Mobile Data Terminal Use
- 705 – Knox-Box Access
- 706 – Communications Operations
- 707 – Photography and Electronic Imaging
- 708 – Non-Official Use of Dept. Property
- 709 – Hose Testing

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

6. FILE MONTHLY STATISTICAL ANALYSIS REPORT FOR JULY 2023

Chief Carl Buchanon submitted the monthly statistical analysis report for July 2023.

JULY 2022	JULY 2023
<b>STRUCTURE FIRES Property Damage--Buildings &amp; Contents (Estimates)</b>	
<b>\$251,840</b>	<b>\$425,850</b>
<b>INSPECTION DIVISION</b>	
<b>186 Inspections 93 Re-Inspections</b>	<b>115 Inspections</b>
<b>INVESTIGATION DIVISION</b>	
<b>7 Investigations</b>	<b>18 Investigations</b>
<b>2 Incendiary 1 Accidental 0 Natural 4 Undetermined</b>	<b>5 Incendiary 9 Accidental 0 Natural 4 Undetermined</b>

E. 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.

F. 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 10:30 a.m.

BOARD OF PUBLIC SAFETY




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Daniel Jones, President

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Darryl Heller, Member



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Lee Ross, Member



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Al Kirsits, Member



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Pamela Claeys, Member

ATTEST:



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Theresa Heffner, Clerk