

I. REGULAR MEETING

The Board of Public Safety met in the Regular Meeting at 9:15 a.m. on Wednesday, November 15, 2023, with Board President Daniel Jones, and Board Members Darryl Heller, Lee Ross (absent), Al Kirsits and Pamela Claeys were present. Also present were Police Chief Scott Ruzzkowski, Fire Chief Carl Buchanon, and Attorneys Danielle Campbell Weiss, Jenna Throw, Kylie Connell, and Board Clerk Theresa Heffner. The meeting was held on the 4th 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.

Attorney Weiss stated the date for the approval of the previous meeting minutes was incorrect, and noted the agenda stated October 15, 2023, and correct date was October 18, 2023. Chief Ruzzkowski asked for Item D.4: Approve Application and Declaration for Retirement be tabled until next month.

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 Al Kirsits, seconded by Darryl Heller, and carried by roll call, the Board approved the Minutes of the October 18, 2023 regular meeting.

C. APPROVE 2024 BOARD OF PUBLIC SAFETY MEETING SCHEDULE

Upon a motion by Darryl Heller, seconded by Al Kirsits, and carried by roll call, the Board approved the 2024 Board of Public Safety meeting schedule.

D. POLICE DEPARTMENT1. APPROVE PROMOTION TO LIEUTENANT IN STRATEGIC FOCUS UNIT - NEIL GRABER

Chief Ruzzkowski submitted a letter informing the Board that Sergeant Neil Graber, PN2100, has been appointed to the rank of Captain in Strategic Focus Unit, on special assignment in the Operations Division, with a probationary period of one (1) year. Chief Ruzzkowski stated Lieutenant Graber was sworn into the department, April 21, 2003, and his effective date is November 15, 2023. Assistant Chief Dan Skibbins read his bio.

Upon a motion by Pamela Claeys, seconded by Al Kirsits, and followed by a roll call, the Board approved the Promotion to Lieutenant in Strategic Focus Unit in Special Assignment

2. APPROVE PROMOTION TO LIEUTENANT – TRAFFIC AND SPECIAL EVENTS COORDINATOR - BRAD ROHRSCHEIB

Chief Ruzzkowski submitted a letter informing the Board that Sergeant Brad Rohrscheib, PN2141, has been appointed to the rank of Lieutenant – Traffic and Special Events Coordinator, on special assignment in the Operations Division, with a probationary period of one (1) year. Chief Ruzzkowski stated Lieutenant Rohrscheib was sworn into the department, August 28, 2006 and his effective date is November 15, 2023. Assistant Chief Dan Skibbins read his bio.

Upon a motion by Pamela Claeys, seconded by Al Kirsits, and followed by a roll call, the Board approved the Promotion to Lieutenant in Strategic Focus Unit in Special Assignment

3. APPROVE PROMOTIONS TO PATROLMAN 1ST CLASS

Juan Arcineda
Tyler Deal
Robert Kitch
Marco Minelli
Drake Pauwels

Chief Ruszkowski submitted Letters of recommendations for the above officers to be promoted to Patrolman 1st Class effective December 7, 2023. Chief stated the above officers have successfully met the requirements outlined in the working agreement to become Patrolman 1st Class with the SBPD.

Upon a motion by Darryl Heller, seconded by Al Kirsits, and followed by a roll call, The Board approved the Promotions to Patrolman 1st Class.

4. APPROVE APPLICATION AND DECLARATION FOR RETIREMENT- JAMES WOLFF - TABLED
5. APPROVE RESOLUTION NO. 05-2023 ESTABLISHING THE 2024 HOLIDAY SCHEDULE FOR THE SOUTH BEND POLICE DEPARTMENT

Upon a motion by Darryl Heller, seconded by Pamela Claeys, and followed by a roll call, the below resolution was approved.

RESOLUTION NO. 05-2023
A RESOLUTION OF THE BOARD OF PUBLIC SAFETY OF THE CITY OF SOUTH BEND, INDIANA ESTABLISHING THE 2024 HOLIDAY SCHEDULE FOR THE SOUTH BEND POLICE DEPARTMENT

WHEREAS, the Board of Public Safety of the City of South Bend, Indiana, is empowered by law to establish rules and regulations for the South Bend Police Department; and

WHEREAS, it is in the interest of the City of South Bend that the Police Department holidays be set with certainty.

NOW, THEREFORE, BE IT RESOLVED by the Board of Public Safety of the City of South Bend:

SECTION I. That for all sworn police officers who are assigned to work as their regular schedule, Monday through Friday, 5 days on and 2 days off or 4 days on and 3 days off, the following holidays shall apply:

New Year’s Day (observed)	Monday, January 1, 2024
Martin Luther King, Jr. Day	Monday, January 15, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth	Wednesday, June 19, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Veteran’s Day	Thursday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
Day after Thanksgiving	Friday, November 29, 2024
Christmas Day	Wednesday, December 25, 2024

In addition to the ten (10) designated holidays above, employees may choose one (1) additional floating holiday subject to South Bend Municipal Code Sec. 2-121 (a), which can be any day of the employee’s choosing subject to supervisor’s pre-approval.

SECTION II. That for all sworn police officers who are assigned to work as their regular work schedule, 6 days on and 3 days off, there shall be no paid holidays. The following dates are designated as Critical Duty Days:

New Year’s Day	Monday, January 1, 2024
Memorial Day	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Thanksgiving Day	Thursday, November 28, 2024
Christmas Eve	Tuesday, December 24, 2024
Christmas Day	Wednesday, December 25, 2024

New Year's Eve

Tuesday, December 31, 2024

For purposes of the Critical Duty Day stipend, the Critical Duty Day shall start at 6:00 a.m., and last 24 hours.

SECTION III. That officers assigned to the South Bend Community School Corporation shall, while so assigned, follow the holiday schedule set by the South Bend Community School Corporation for its clerical employees. Officers so assigned shall be eligible for Critical Duty Day pay only if assigned temporarily to a regular detail or otherwise eligible.

ADOPTED this 15th day of November, 2023

s/Daniel Jones, President
s/Darryl Heller, Member
s/Alfred Kirsits, Member
s/Pamlea Clae, Member

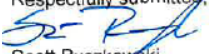
ATTEST:
s/Theresa Heffner/Clerk

6. FILE MONTHLY STATISTICAL ANALYSIS REPORT OCTOBER 2023

Chief Scott Ruskowski submitted the monthly statistical analysis report for October 2023. Chief stated there was a ten percent (10%) decrease in Part One Offenses.

The OCTOBER 2023 analysis is as follows:

PART 1 OFFENSES	YEAR TO DATE					
	2022	2023	CHANGE	2022	2023	CHANGE
HOMICIDE	2	3	1	20	17	-3
JUSTIFIABLE HOMICIDE*	0	0	0	3	1	-2
RAPE	6	5	-1	56	50	-6
ROBBERY	27	15	-12	251	202	-49
AGGRAVATED ASSLT	125	93	-32	1169	1026	-143
BURGLARY RES	44	34	-10	394	397	3
BURGLARY NON RES	31	17	-14	294	210	-84
LARCENY	205	181	-24	2046	1926	-120
MOTOR VEH THEFT	38	36	-2	440	398	-42
ARSONS	8	13	5	37	28	-9
GRAND TOTAL	486	397	-89	4707	4254	-453

Respectfully submitted,

Scott Ruskowski
Chief of Police

Month: OCTOBER 2023

PART 1 OFFENSES	2022	2023	CHANGE
HOMICIDE	20	17	-15%
JUSTIFIABLE HOMICIDE*	3	1	-67%
RAPE	56	50	-11%
ROBBERY	251	202	-20%
AGGRAVATED ASSLT	1169	1026	-12%
BURGLARY RES.	394	397	1%
BURGLARY NON RES.	294	210	-29%
LARCENY	2046	1926	-6%
MOTOR VEH THEFT	440	398	-10%
ARSONS	37	28	-24%
GRAND TOTAL	4707	4254	-10%

-10% CHANGE IN PART 1 CRIMES THROUGH OCTOBER 2023 

E. FIRE DEPARTMENT1. ACKNOWLEDGE COMMENDATION OF MERITORIOUS SERVICE - EDDIE PALICKI

Chief Carl Buchanon submitted a Letter of Commendation for Firefighter Eddie Palicki. Chief Buchanon stated Firefighter Eddie Palicki, assisted by Firefighters Shannon DeGeyter and Blake Palicki all contributed to saving an individual's life from a motor vehicle collision with entrapment. Chief Buchanon stated Firefighter Palicki exhibited sound judgement and quick thinking to the highest degree, in determining a course of action. Chief Buchanon stated his skill and precision resulted in an efficient and expedient extrication that was safe for both the patient and the other rescuers. The Board Members congratulated Firefighter Eddie Palicki and President Jones stated he would be presented with a commendation coin.

2. APPROVE LEXIPOL POLICIES

- 800 – Records Management
- 801 – Release of Records
- 802 – Subpoenas and Court Appearance
- 803 – Patient Medical Record Security and Privacy
- 1100 – Facility Security
- 1101 – Emergency Power
- 1102 – Wastewater Discharge
- 1103 – Flad Display
- 1104 – Department Use of Fire Detection and Suppression Systems
- 1105 – Fire Station Living

Attorney Adam Taylor submitted the above Lexipol Polices for approval, and Attorney Jenna Throw reminded the Board Members and the public that the above policies were submitted to the Board at the October 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 Polices were approved.

3. RECEIVE LEXIPOL POLICIES

- 1000 – Recruitment and Selection
- 1001 – Performance Evaluations
- 1002 – Requests for Transfer
- 1003 – Position Descriptions
- 1004 – Classification Specifications
- 1005 – Career Tracks
- 1006 – Omitted, Under Review
- 1007 – Educational Incentives
- 1008 – Tuition Reimbursement
- 1009 – Reporting for Duty
- 1010 – Conduct and Behavior
- 1011 – Personnel Complaints
- 1012 – Duty to Maintain Contact Information
- 1013 – Personnel Records
- 1014 – Coommendations and Meritorious Service
- 1015 – Omitted, Under Review
- 1016 – Physical Fitness
- 1017 – Omitted, Under Review
- 1018 – Workplace Violence
- 1019 – Lactation Breaks
- 1020 – Smoking and Tobacco Use
- 1021 – Drug and Alcohol-Free Workplace

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 Jenna Throw stated she was happy to answer any questions, at this time the Board accepted the polices for review.

Pam Claeys noted a comment about section 1002.4 - Request for Transfer where it states

“crew cohesion”. She stated that she really liked that wording.

Pam Claeys noted in section 1001.3 - Performance Evaluations where it states if there is an incident of either outstanding or unsatisfactory performance, the member and the supervisor meet either to look at what went right and congratulate them or work on what went wrong and work to improve. She added that not everybody specifies that action in their policies, and that it is a very good supervisory tactic.

Darryl Heller asked if there were female firefighters who helped shape policy 1019- Lactation Breaks. Chief Buchannon stated that this came about through our female firefighters, especially those that were either on maternity leave or those that took maternity leave and were returning to fire service after leave. We wanted to make sure that we had a policy dictating what the procedure would be so that we would be able to adequately provide that operation for them during the period of time that they are on the fire service. We wanted to make sure that not only are we addressing that, but also to have a particular area where they can achieve that. We agreed to make sure that it was standardized within the policy, so that when formalized within the policy, everybody knows and is able to see it and be able to understand that this is the Lexipol Policy 1019.

4. APPROVE RESOLUTION NO. 06-2023 ESTABLISHING THE 2024 HOLIDAY SCHEDULE FOR THE SOUTH BEND FIRE DEPARTMENT

Upon a motion by Al Kirsits, seconded by Darryl Heller, and followed by a roll call, the below resolution was approved.

RESOLUTION NO. 06-2023

A RESOLUTION OF THE BOARD OF PUBLIC SAFETY OF THE CITY OF SOUTH BEND, INDIANA ESTABLISHING THE 2024 HOLIDAY SCHEDULE FOR THE SOUTH BEND FIRE DEPARTMENT.

WHEREAS, the Board of Public Safety of the City of South Bend, Indiana, is empowered by law to establish rules and regulations for the South Bend Fire Department; and

WHEREAS, it is in the best interest of the City of South Bend that the Fire Department holidays be set with certainty.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Public Safety of the City of South Bend:

SECTION I. That all firefighters who work 24-hour shifts are not entitled to holidays off.

SECTION II. That for all firefighters who work 24-hour shifts, Critical Duty Days are as set forth in Article 25 of the current Collective Bargaining Agreement which is in force in 2024 per Article 33 of the Agreement.

SECTION III. That all firefighters who are assigned to work a four or five day work week shall have the following holidays apply, as previously approved by the Board of Public Works:

New Year’s Day (observed)	Monday, January 1, 2024
Martin Luther King, Jr. Day	Monday, January 15, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth	Wednesday, June 19, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Veteran’s Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
Day after Thanksgiving	Friday, November 29, 2024
Christmas Day	Wednesday, December 25, 2024

SECTION IV. That all firefighters who are assigned to work a four or five day work week shall have one floating holiday to be taken, upon approval from a supervisor, at the time of their choosing.

Adopted this 15th day of November 2023

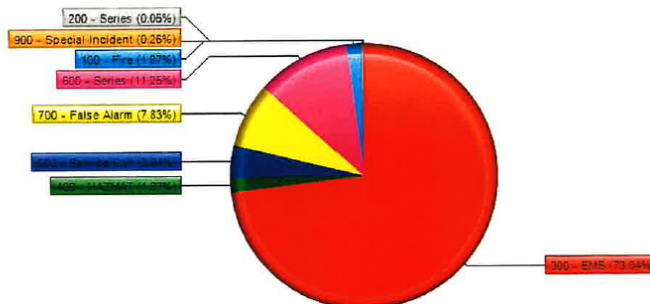
s/Daniel Jones, President
 s/Darryl Heller, Member
 s/Alfred Kirsits, Member
 s/Pamlea Claeys, Member

ATTEST:
 s/Theresa Heffner/Clerk

5. FILE MONTHLY STATISTICAL ANALYSIS REPORT FOR OCTOBER 2023
 Chief Carl Buchanon submitted the monthly statistical analysis report for October 2023.

OCTOBER 2022	OCTOBER 2023
STRUCTURE FIRES Property Damage--Buildings & Contents (Estimates)	
\$929,120	\$210,500
INSPECTION DIVISION	
152 Inspections 152 Re-Inspections	74 Inspections
INVESTIGATION DIVISION	
11 Investigations	12 Investigations
4 Incendiary 6 Accidental 0 Natural 1 Undetermined	2 Incendiary 5 Accidental 0 Natural 5 Undetermined

2023 October Incident Type	Fire Department Monthly Breakdown
100 - Fire	36
200 - Series	1
300 - EMS	1409
400 - HAZMAT	36
500 - Service Call	74
600 - Series	217
700 - False Alarm	151
900 - Special Incident	5
Monthly Total	1929



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 Pamela Claeys, seconded by Darryl Heller, and carried by roll call, the meeting was adjourned at 9:49 a.m.

BOARD OF PUBLIC SAFETY



Daniel Jones, President



Darryl Heller, Member



Al Kirsits, Member



Pamela Claeys, Member

ATTEST:



Theresa Heffner, Clerk