

I. REGULAR MEETING

The Board of Public Safety met in the Regular Meeting at 9:15 a.m. on Wednesday, April 17, 2024, Board Members Darryl Heller, Lee Ross, Al Kirsits, and Pamela Claeys were present. Board President Daniel Jones (absent) Also, Police Chief Scott Ruskowski, Fire Chief Carl Buchanon, and Attorneys Danielle Campbell Weiss, Adam Taylor, 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/2024BPSHybrid>

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 Member Lee Ross welcomed the public, called roll, and confirmed the presence of the Board Members.

B. APPROVE MINUTES OF PREVIOUS MEETINGS

Upon a motion by Pamela Claeys, seconded by Darryl Heller, and carried by roll call, the Board approved the Minutes of the March 20, 2024, regular meeting.

C. FIRE DEPARTMENT1. PRESENTATION AND VIDEO TO FIRE DEPARTMENT FROM GUATEMALAN FIRE DEPARTMENT

Chief Carl Buchanon submitted a letter of appreciation for the South Bend Fire Department donating gear that was beyond the OSHA standards for firefighter safety and protection. Carlos Baldizon presented a short video acknowledging the gratitude for the turn-out gear.

Chief Buchanon advised the Board members that this morning Mr. Carlos Baldizon was present and had been working with the SBFDD for quite a few years now representing the Guatemalan Fire department. Whenever we have to retire our turn-out gear due to OSHA and NFPA standards, we can't give them to another municipal or local fire department within the jurisdiction of the United States. We know that a lot of countries don't have the privilege of having the turn-out gear to perform their fire activities and so we are pleased to have established this collaboration with Mr. Baldizon over the years and we continue to do so. Mr. Baldizon is here today to do a presentation and to show a brief slide show of his appreciation for our efforts.

Mr. Baldizon welcomed everyone and thanked the Board members. He noted that he is a resident and citizen of South Bend, Indiana since 2019. I have experienced a lot of generosity and love from the great Hoosiers and the saying is when you do it with love and heart, there are no frontiers. South Bend Fire Department has helped a total of eighteen (18) companies. Outside this room I placed a map and every single sticker of a fireman that you'll see on the map are the companies that you have helped. He concluded with providing some recognitions for the Fire Chief and one for the Board of Public Safety. He asked Chief Buchanon to read the one to the Mayor and the Fire Chief to the Board.

Chief Buchanon read the recognition letter for everyone to hear:

“The Volunteer Fire Department of Antigua, Guatemala would like to thank the South Bend Fire Department for the important donation of Protecting Fire Equipment. It would be very useful for the safety of volunteer firefighters who work in the different departments of Guatemala. This donation was distributed within different volunteer firefighter stations in the Department of Sacatepequez and towns of different rural areas of Guatemala, which are needed of this equipment and do not have the resources and access to this matter. Once again, we greatly appreciate this donation, which will be of great utility for the safety and protection of the volunteer firemen of these areas who constantly risked their lives in these types of emergencies. Thanks friends of South Bend

Fire Department.

This equipment will be used with much appreciation, honor and dignity.

Sincerely,
 Volunteer Fire Department la Antigua. Guatemala.”

Mr. Baldizon noted that Guatemala is 42,000 square miles and South Bend is 36,000 square miles, so it’s very close in size. Thank you so much and thank you Chief Buchanan for all that you do to help in Guatemala it is an honor.

Next, the short slideshow played from the Guatemalan Fire Department to show how the equipment would be used and to thank the SBF. D.

2. ACKNOWLEDGE PROMOTION TO ASSISTANT CHIEF OF FIRE PREVENTION/FIRE MARSHAL - DEREK ERQUHART

Chief Carl Buchanan submitted a letter announcing that Captain Derek Erquhart was appointed to the rank of Assistant Chief of Fire Prevention/Fire Marshal. Chief Buchanan stated Captain Erquhart was sworn in to the SBF. D. on May 28, 2004, and his effective date of this appointment was April 1, 2024. Chief Buchanan asked the Board to join him in congratulating Assistant Chief of Fire Prevention/Fire Marshal Erquhart on his promotion.

Chief Carl Buchanan presented the Assistant Chief with his helmet.

3. APPROVE CAPTAIN’S PROMOTION RANK LIST

Jon Knepp
 David Tague
 Erin Tibbs
 Kevin Brown
 Chris Manzuk
 Andy Pavolka

Chief Carl Buchanan requested the Board’s approval of the above firefighters as having completed and received the top scores during the recently completed captain’s promotion process. The Chief presented the above firefighters in accordance with their ranking as Captain positions become available and stated this list will be good for two (2) years or until exhausted.

Upon a motion by Al Kirsits, seconded by Darryl Heller, and followed by a roll call, the Board approved the Captain’s promotion rank list.

Chief Carl Buchanan presented the Captains with their helmets and the families pinned the badges.

4. APPROVE PROMOTIONS TO CAPTAIN IN SPECIAL ASSIGNMENT

John Knepp
 David Tague
 Erin Tibbs
 Kevin Brown

Chief Buchanan stated due to retirements, the Department has Captain vacancies that need to be filled. In accordance with the promotion policy established by the SBF. D. and IAFF Local #362., a Captain’s list was comprised, and firefighters were ranked to be eligible to fill this position as a Captain in Special Assignment for one (1) year on a probationary status. The Chief stated during this time the firefighters would accumulate four (4) evaluations to determine if they will be recommended for promotion to the rank of Captain and recommended the above firefighters to the position of Captain in Special Assignment.

Chief stated Firefighter Knepp was appointed to the SBF. D. on July 2, 2015, Firefighter Tague was appointed on October 19, 2011, Firefighter Tibbs was appointed on July 2,

2015, and Firefighter Brown was appointed on June 30, 2005.

Upon a motion by Pamela Claeys, seconded by Al Kirsits, and followed by a roll call, the Board approved the promotions to Captain in Special Assignment for the above firefighters effective April 17, 2024.

Lee Ross thanked the four (4) Captains in Special Assignment for their service.

Al Kirsits congratulated the group. He praised that today we have our first female Captain put on the job and also our first members of the 600 club. This means it's our younger members and some of our veteran members. He also congratulated Fire Marshall Erquhart as Mr. Kirsits watched him grow up. He ended by saying the SBFDF has a strong, fantastic Fire Department, so go ahead and make it better.

5. APPROVE APPLICATION AND DECLARATION FOR RETIREMENT - TOM ABELL

Chief Carl Buchanon submitted a Letters of Application and Declaration for Retirement for Firefighter Tom Abell effective April 16, 2024. Chief stated Firefighter Abell joined the SBFDF on March 16, 1994 and was the Pump Engineer on Engine #2 and Engine #11 C-Shift for all but one of his years as a Firefighter. Chief noted that Tom came to the department from WSBT as a local meteorologist, serving his community and keeping it safe from the sometimes unpredictable and unforeseeable weather, and he chose to continue to serve the City he grew up in by joining the SBFDF. Chief Buchanon asked that the Board join him in appreciation and gratitude to Firefighter Tom Abell for his dedication and commitment to the SBFDF, and the citizens of the City of South Bend for 30 plus years of service and wished him the best in his well-deserved Retirement, with many remaining years of good health to spend with his family.

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

6. APPROVE LEXIPOL POLICY 917 – PERSONAL FIREARMS

Attorney Adam Taylor submitted the Lexipol Policy 917: Personal Firearms for approval and reminded the Board Members and the public that the above policy was submitted to the Board at the March 2024 Board of Public Safety Meeting. He noted that SBFDF is asking for approval and this is a policy in which it previously existed and we're asking for changes to that policy to comply with changes in state law. Section 917.4 is the section in which it addresses that state law change. It was previously written as all personal firearms were prohibited from being on premises. Given the state changes in state statute, personal firearms are permitted if they're stored in an employees vehicle and secured, as indicated in the policy,

Upon a motion by Pamela Claeys, seconded by Darryl Heller, and followed by a roll call, Lexipol Policy 917 Personal Firearms was approved.

7. FILE QUARTERLY REPORT FOR TRAVEL AND TRAINING

Chief Carl Buchanon submitted the 1ST Quarter Report for Specialized Schools for January, February, and March of 2024 which included specialized training and travel expenses with a total of \$23,764.

Lee Ross asked when looking at smoke alarms and carbon monoxide detectors for hearing impaired is at zero (0) for each month.

Chief Buchanon advised that in previous months, we have had requests, and we do stock several of those just in case someone does request one. Whenever the EMS go on a call, if there is a resident that is hearing impaired we mention that we do have them available and we'll be more than happy to come out and install. We like to install them ourselves to ensure they are installed properly and to make sure they get installed in the right place.



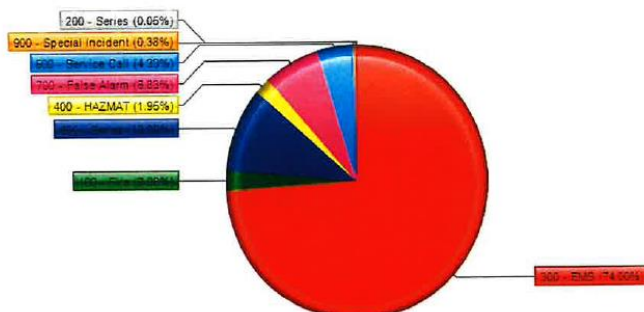
SOUTH BEND FIRE DEPARTMENT
Quarterly Travel & Training Expenses: January - March 2024
Carl R. Buchanon, Fire Chief

MONTHLY EXPENSE	NAMES OF ATTENDEES	DESTINATION	JUSTIFICATION	COST / EXPENSES
JANUARY - \$11,642	A/C T. Skwarcan, Capt. Platz	Phoenix, AZ Jan 13-18	Annual Safety Officers Conferece	\$6,030 conf, flight, hotel, meals
	Chief Buchanon, A/C Damiano	Islamorada, FL Jan 15-18	Annual Fire Chiefs Summit	\$5,612 conf, flight, hotel, meals
FEBRUARY - \$7,838	S. Moon, K. Weinberg, N. Pennino M. Partridge, R. Aranowski	Lafayette, IN Feb. 11-15	Paramedic Students/Lab Classes	\$2,352 meals, lodging
	Dylan Bikowski	Emmitsburg, MD Feb. 18-Mar. 1	National Fire Academy -Advanced Life Support to HazMat Incidents	\$612 Meal ticket
	L. McCreary, C. Carr, S. DeGeyter	Phoenix, AZ Feb. 21-25	Women in Fire/Incident Command Conf.	\$4,628 Flight, hotel, meals
	Capt. John Szucs	Woodburn, IN Feb. 24	Shand Forensic Investigation Seminar	\$246 conference, meals
MARCH - \$4,284	Erik Lundry, Dawn Jones	Nashville, TN Mar. 20-23	Mobile Integrated Health Conf.	\$542 meals/SBFD District 2 Sponsored
	Brandon Hubner	Pittsboro, IN Mar. 25-27	Advanced Pump Operations Course	\$1,424 conference, meals, lodging
	J. Yoder, D. Hylkema, J. Yoder	Noblesville, IN Mar. 27-28	Fire Inspectors Annual Conference	\$2,318 conf fee, hotel, meals
QTR TOTAL - \$23,764				

8. FILE MONTHLY STATISTICAL ANALYSIS REPORT FOR MARCH 2024
 Chief Carl Buchanon submitted the monthly statistical analysis report for March 2024

MARCH 2023	MARCH 2024
STRUCTURE FIRES Property Damage--Buildings & Contents (Estimates)	
\$346,000	\$338,200
INSPECTION DIVISON	
228 Inspections	163 Inspections
INVESTIGATION DIVISON	
9 Investigations	12 Investigations
3 Incendiary 5 Accidental 0 Natural 1 Undetermined	0 Incendiary 4 Unintentional 6 Under Investigation 2 Undetermined

2024 March Incident Type	Fire Department Monthly Breakdown
100 - Fire	44
200 - Series	1
300 - EMS	1366
400 - Hazmat	36
500 - Service Call	80
600 - Series	186
700 - False Alarm	126
900 - Special Incident	7
Monthly Total	1846



D. POLICE DEPARTMENT

1. APPROVE PROMOTIONS TO PATROLMAN 1ST CLASS

Iman White
Andrew Witt

Chief Scott Ruszkowski submitted a letter of recommendation for Officer White to be promoted to Patrolman 1st Class and retro pay effective April 16, 2024, and a letter of recommendation for Officer Witt to be promoted to Patrolman 1st Class effective April 19, 2024. Chief Ruszkowski stated the officers have successfully met the requirements outlined in the working agreement to become a PFC within the SBPD.

Upon a motion by Pamela Claeys, seconded by Darryl Heller, and followed by a roll call, the Board approved the Promotions to Patrolman 1st Class for the above Officers.

2. APPROVE LEXIPOL POLICIES

312 - Search and Seizure
323 - Report Preparation
504 - Operating while Intoxicated
1010 - Personnel Records

Attorney Kylie Connell 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 2024 Board of Public Safety Meeting. She advised Board members of the minor changes to each of the policies.

Darryl Heller asked if the Board would be approving policy 323 that includes the addition of the LETB uniform statewide policy on deadly force that is up for an approval at the next meeting. He asked if this was putting the cart before the horse.

Attorney Connell advised yes and no. The statewide policy has already been required as of January 1st of this year. It has already been something that has to be followed and I'll explain more at the May meeting for that use of force. SBPD was working with specifically the use of force. We already did the tactical defense defensive tactics training last month and that's these two (2) uniform policies, they kind of go together for the use of force.

Darryl Heller asked if there were some parts that are allowed to be added to.

Attorney Connell advised not added to, but the department has some discretion for the reporting of use of force and so we have been working on how that would look in our policy, how we can still include reporting and following up on use of force incidents, but then still implementing the statewide mandated policy. The uniform policy is what it is, we can't change it or add to it. So that is why it is being referenced that it's there. It's a document that when you click on it, it actually opens up the state policy.

Darryl Heller added that he thinks it is odd to approve the reporting before the policy is actually approved.

Upon a motion by Darryl Heller, seconded by Lee Ross, and followed by a roll call, the above Lexipol Policies were approved.

3. RECEIVE LEXIPOL POLICIES

304 – Officer-Involved Shootings and Deaths
1004 – Drug-and Alcohol-Free Workplace
1017 – Outside Employment and Outside Overtime
300 – Use of Force LETB Uniform Statewide Policy

Attorney Kylie Connell submitted the above Lexipol Policies for review by the Board and to be considered for approval at the next Board meeting. Attorney Connell did a

summary of each item above.

4. FILE QUARTERLY REPORT FOR SPECIALIZED SCHOOLS

Chief Scott Ruskowski submitted the 1ST Quarter Report for Specialized Schools for January, February, and March of 2024 which included specialized training and travel expenses with a total of \$21,476.94.

Quarterly Report for Specialized Schools
Q1 2024 (Jan 1 - March 31)


Officer's Name	Name of Training	Career Path Development	Location	Start Date	End Date	Training Hours	# Officers Attended	Total Hours	Estimated Cost	Fee	Hotel	Per Diem	Air/Fare	Misc	Actual Cost			
Bayne Bennett, Chris Brady, Tyler Donlon, Randy Goering, Neil Graber, Andrew Hines, Michael Ingle, Keenan Lane, Joe Leszczynski, Bryan Miller, Larry Sanchez, Steve Spadafora, Paul Strabavay, Tomar Thomas	Calibre Press: Tactical Leadership	Yes	South Bend, IN.	1/8/2024	1/8/2024	7	14	98	\$ 2,189.00						\$ 2,189.00			
Timothy Taylor, Chelsea Ward	Applicant Interviewing Techniques	Yes	Online Webinar	1/17/2024	1/17/2024	4	2	8	\$ 198.00						\$ 198.00			
Aaron Knepper	Body Camera Conference	Yes	Atlanta, GA.	1/23/2024	1/25/2024	0	1	0	\$ 1,165.10		\$ 224.24	\$274.86	\$666.00		\$ 1,165.10			
Chief Scott Ruskowski	2024 IACP Mid-Winter Conference	Yes	Indianapolis, IN.	1/29/2024	2/1/2024	3	1	3	\$ 922.50	\$ 300.00	\$ 595.77	\$ 94.05		\$ 989.82				
Neil Graber	Drug Unit Supervision	Yes	Online Webinar	1/30/2024	1/30/2024	3	2	6	\$ 95.00	\$ 95.00				\$ 95.00				
Jordan Acton	Decoding Deception: The real truth	Yes	Online Webinar	1/31/2024	1/31/2024	3	1	3	\$ 175.00	\$ 175.00				\$ 175.00				
Brandon Martin	Cellular Technology, Records, And Analysis	Yes	Orland Park, Illinois	2/11/2024	2/14/2024	24	1	24	\$ 1,377.00	\$ 675.00	\$ 465.00	\$ 79.25		\$ 1,213.25				
Anjelica Glaspie	Trauma Informed Response to Sexual Assault	Yes	Columbus, Ohio	2/18/2024	2/21/2024	20	1	20	\$ 975.59	\$ 425.00	\$ 326.59	\$ 125.50		\$ 877.09				
Brian Meador, Stephanie Northcutt	FOP Wellness Summit	Yes	Nashville, TN.	2/18/2024	2/21/2024	14	2	28	\$ 2,385.30	\$ 800.00	\$ 1,032.30	\$ 359.50		\$ 2,191.80				
Rodolfo Esparza, Ryan Rush, Damon Lim	Indiana Drug Enforcement Association	Yes	Indianapolis, IN.	2/20/2024	2/23/2024	28	3	84	\$ 2,611.50	\$ 1,125.00	\$ 762.00	\$ 402.87		\$ 2,289.87				
Brian Meador	Boa/Wrap Academy/ Master Instructor Class	Yes	Phoenix, AZ	2/25/2024	2/29/2024	28	1	28	\$ 2,371.75	\$ 448.00	\$ 1,482.26	\$ 189.35	\$ 409.20	\$ 2,528.81				
Jeffery Cummins	Less Lethal Instructor	Yes	South Bend, IN.	2/27/2024	3/1/2024	28	1	28	\$ 995.00	\$ 995.00				\$ 995.00				
Max Ellison	Advanced Criminal Investigation	Yes	Warsaw, IN.	2/27/2024	2/27/2024	7	1	7	\$ 225.00	\$ 225.00				\$ 225.00				
Samuel Cruz	Advanced Criminal/ Interrogation Case Law	Yes	Warsaw, IN.	2/28/2024	2/28/2024	7	1	7	\$ 225.00	\$ 225.00				\$ 225.00				
Larry Sanchez, Bryan Miller	K9 Case Law	Yes	Warsaw, IN.	2/29/2024	2/29/2024	7	2	14	\$ 450.00	\$ 450.00				\$ 450.00				
Anthony Ieraci, Daniel Demier, Maranda Baker, Jason Biggs, Jeffrey Chamberlain	Calibre Press: Advanced Leadership For Police Reform Era	Yes	South Bend, IN.	3/6/2024	3/6/2024	7	5	35	\$ 1,395.00	\$ 1,395.00				\$ 1,395.00				
Randall McMurray, Travis Kukla, Tyler Donlon	EVOC Academy Class	Yes	Plainfield, IN.	3/10/2024	3/15/2024	0	3	0	\$ 2,578.50	\$ 1,605.00	\$ 973.50			\$ 2,578.50				
Jamill Elwaer	Internal Affairs Investigation	Yes	Portage, MI.	3/11/2024	3/12/2024	12	1	12	\$ 425.00	\$ 425.00				\$ 425.00				
Rodolfo Esparza	Instructor Development	Yes	Lafayette, IN.	3/24/2024	3/29/2024	40	1	40	\$ 1,270.70	\$ 300.00	\$ 618.70	\$ 352.00		\$ 1,270.70				
									242.00	44.00	445.00	\$22,029.94	\$ 8,038.00	\$ 7,311.86	\$ 2,844.88	\$ 1,075.20	\$ -	\$ 21,476.94

5. FILE MONTHLY STATISTICAL ANALYSIS REPORT MARCH 2024

Chief Scott Ruskowski submitted the monthly statistical analysis report for March 2024, and stated there was a twenty-nine percent (29%) decrease in Part One Offenses.

The March 2024 analysis is as follows:

PART 1 OFFENSES	YEAR TO DATE					
	2023	2024	CHANGE	2023	2024	CHANGE
HOMICIDE	3	1	-2	5	3	-2
JUSTIFIABLE HOMICIDE*	0	0	0	1	1	0
RAPE	9	4	-5	20	16	-4
ROBBERY	9	10	1	76	54	-22
AGGRAVATED ASSLT	85	90	5	231	223	-8
BURGLARY RES	41	27	-14	121	95	-26
BURGLARY NON RES	25	13	-12	42	35	-7
LARCENY	216	117	-99	583	363	-220
MOTOR VEH THEFT	39	26	-13	138	79	-59
ARSONS	1	1	0	3	3	0
GRAND TOTAL	428	289	-139	1219	871	-348

Respectfully submitted,

 Scott Ruskowski
 Chief of Police

Month: MARCH 2024

<u>PART 1 OFFENSES</u>	<u>2023</u>	<u>2024</u>	<u>CHANGE</u>
HOMICIDE	5	3	-40%
JUSTIFIABLE HOMICIDE*	1	1	0%
RAPE	20	16	-20%
ROBBERY	76	54	-29%
AGGRAVATED ASSLT	231	223	-3%
BURGLARY RES.	121	95	-21%
BURGLARY NON RES.	42	35	-17%
LARCENY	583	363	-38%
MOTOR VEH THEFT	138	79	-43%
ARSONS	3	3	0%
GRAND TOTAL	1219	871	-29%

-29% CHANGE IN PART 1 CRIMES THROUGH MARCH 2024

Chief Ruszkowski pointed out that there is a decrease of twenty-nine percent (29%) in Part One Offenses and that is a notable trend since we have been doing it for fifteen (15) months in a row. It shows that when our officers and detectives put their heart and soul into things, our community steps up and helps alongside.

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.

There was no one present or virtual that wanted to speak.

F. ADJOURNMENT

There being no further business to come before the Board, upon a motion by Al Kirsits, seconded by Pamela Claeys, and carried by roll call, the meeting was adjourned at 10:07 a.m.

BOARD OF PUBLIC SAFETY

Darryl Heller, Member

Ross Lee, Member

Al Kirsits, Member

Pamela Claeys, Member

ATTEST:

Theresa Heffner, Clerk