

**AGENDA**  
**BOARD OF PUBLIC SAFETY**  
**Tuesday October 12, 2021**  
**9:00 A.M.**  
**Council Chambers**

**Municipal Building, 229 S. Second Street, Elkhart, IN 46516**  
<https://coei.webex.com/coei/j.php?MTID=m0b98e71c38ac1648156479dbfb40ce0e>  
1-415-655-0001 Meeting number 2312 869 6509  
Password Safety21

- 1. ROLL CALL**
- 2. APPROVE AGENDA**
- 3. APPROVE MINUTES: Regular Meeting September 28, 2021 & Special Meeting October 4, 2021**
- 4. POLICE DEPARTMENT**
- 5. FIRE DEPARTMENT**
  - September Month End Report
  - Medical Leave of Absence- Firefighter Holly Reed
- 6. COMMUNICATIONS CENTER**
  - Conditional Offer of Employment
  - September Month End Report
- 7. BUILDING AND CODE ENFORCEMENT**
  - September Month End Report
- 8. OTHER PUBLIC SAFETY MATTERS**
- 9. PUBLIC PARTICIPATION**
- 10. ADJOURNMENT**

BOARD OF PUBLIC SAFETY  
Tuesday, September 28, 2021

Chairman Robert Woods called a regular meeting of the Board of Public Safety to order at 9:00 a.m., Tuesday, September 14, 2021. Robert Woods, Charlie Cross, Anthony Coleman, Carol Loshbough, and Corinne Straight-Reed were present. Elkhart Council liaison Arvis Dawson was present on WebEx.

1. APPROVE AGENDA

On motion by Carol Loshbough, seconded by Charlie Cross and carried 5-0 the agenda was adopted as presented.

2. MINUTES of Regular Meeting September 14, 2021

On motion by Carol Loshbough, seconded by Anthony Coleman and carried 5-0, the minutes from September 14, 2021 were approved as presented.

3. TABLED ITEMS

MOU Between IAFF Local #338 and the City of Elkhart

On motion by Carol Loshbough, seconded by Corinne Straight-Reed and carried 5-0, the MOU between the IAFF #338 and the City of Elkhart was removed from the table and dismissed.

4. POLICE

Policy 1000 Recruitment and Selection

On motion by Carol Loshbough, seconded by Charlie Cross and carried 5-0, Policy 1000 was removed from the table. Chief Seymore summarized the updates. On motion by Corinne Straight-Reed, seconded by Carol Loshbough and carried, the Board approved Policy 1000 Recruitment and Selection.

Policy 1010 Personnel Complaints

On motion by Carol Loshbough, seconded by Anthony Coleman and carried 5-0, Policy 101 was taken off the table. Chief Seymore explained the Policy updates to the Board. On motion by Corinne Straight-Reed, seconded by Anthony Coleman and carried 5-0, Policy 1010 personnel Complaints was approved as presented.

Policy 1028 Temporary Modified Duty Assignments

On motion by Carol Loshbough, seconded by Anthony Coleman and carried 5-0, the Board removed Policy 1028 from the table. On motion by Corinne Straight-Reed, seconded by Carol Loshbough and carried 5-0, Policy 1028 Temporary Modified Duty Assignments was approved as presented.

Chief Seymore presented a Medical Leave of Absence update for Ptl. Matthew Wilder. Ptl. Wilder was released with light duty restrictions. On motion by Carol Loshbough, seconded by Corinne Straight-Reed and carried 5-0, the Medical Leave update for Ptl. Wilder was approved.

Chief Seymore asked the Board to rescind a Medical Leave for Cpl. Nathan Lanzen from August 20, 2021 to November 20, 2021 based on miscommunication that his FMLA was approved, when in fact it was denied. Upon confirmation of a second opinion from another Physician, a request for paid Medical Leave will be resubmitted based on the FOP contract. On motion by Carol Loshbough, seconded by Charlie Cross and carried 5-0, the Board rescinded Medical Leave for Cpl. Nathan Lanzen.

5. FIRE

Chief Edgerton was present for questions. There were none.

6. BUILDING AND CODE ENFORCEMENT

Henry Terrazas was present for questions. There were none.

BOARD OF PUBLIC SAFETY  
Tuesday, September 28, 2021

7. OTHER PUBLIC SAFETY MATTERS

Board of Safety Resolution 21-R-04 Requesting Department of Law Due Diligence

A motion was made by Corinne Straight-Reed and seconded by Carol Loshbough to approve Board of Safety Resolution 21-R-04, a Resolution of the Board of Public Safety of the City of Elkhart, Indiana requesting the Department of Law to perform a due diligence inquiry into the application of Taryn Lanzen for disability benefits and report the same to the Safety Board for its consideration and presentation to the Local Pension Board.

City Attorney Rose Rivera explained the request. Officer Taryn Lanzen submitted a Disability Pension request. The Department of Law is asking the Board of Safety to vote to request a due diligence inquiry and that the Department of Law report back with the findings on the City's position on the application. Carol asked if this is a follow up on a bad automobile accident when she was t-boned on the job? Chief Seymore responded to Carol "yes". Carol went on to say she came back to work and she was not whole so now she wants disability. Bob asked if she was on duty, and Carol said yes, she was. Rose said they will inform them on the City's position. Carol asked who the Police Pension Board members are? Rose responded the Mayor, Jamie Arce City Controller, Chief Seymore, and Captain Jeff Eaton. Chief Seymore added John Lerner, Jason Ray, D'Andre Biller, and two open positions including the Secretary. Bob called for the vote and the motion carried 5-0.

Police and Fire Merit Commission Minutes

On motion by Carol Loshbough, seconded by Charlie Cross and carried 5-0, the Police and Fire Merit Commission Minutes were accepted and placed on file.

8. ADJOURNMENT

On motion by Carol Loshbough, seconded by Anthony Coleman and carried 5-0, the Board of Public Safety meeting was adjourned at 9:25 a.m.

\_\_\_\_\_ Robert Woods, Chairman

Attest: \_\_\_\_\_ Nancy Wilson, Clerk of the Board

BOARD OF PUBLIC SAFETY  
Monday, October 04, 2021

Chairman Robert Woods called a special meeting of the Board of Public Safety to order at 11:01 a.m., Monday, October 04, 2021. Robert Woods, Charlie Cross, Anthony Coleman, Carol Loshbough, and Corinne Straight-Reed were present.

1. APPROVE AGENDA

A motion was made by Carol Loshbough and seconded by seconded by Anthony Coleman to approve the agenda as presented. Bob told Carol she was not given that option yet. Carol responded, that is an action a board member takes. Bob asked her if there was any action she does not take? Carol left the meeting and did not return. Bob called for the vote and the motion carried 4-0.

2. City Legal

Corporation Counsel John Espar noted for the record that member Carol Loshbough left the meeting without an indication she will return.

John Espar presented Resolution 21-R-05, a Resolution of the Board of Public Safety of the City of Elkhart, Indiana authorizing the Department of Law to not object to the application of Scott Johnson for Disability Benefits at the hearing of the Local Pension Board. John noted the Board discussed in Executive Session the basis for that decision, and there are other pointed questions that can be asked at the Local Pension Board Hearing. He asked the Board to empower him to do that and approve Board of Safety Resolution 21-R-05 authorizing him not to object to the application but to conduct other limited or pointed questions that may arise as the Pension Board further explores the eligibility and appropriateness of its determination. Corinne asked for a copy of the resolution. Copies were distributed to the Board. On motion by Corinne Straight-Reed, seconded by Anthony Coleman and carried 4-0, the Board approved Board of Safety Resolution 21-R-05 authorizing the Department of Law to not object to the application of Scott Johnson for Disability Benefits at the hearing of the Local Pension Board.

John Espar presented Board of Safety Resolution 21-R-06, a Resolution of the Board of Public Safety of the City of Elkhart, Indiana authorizing the Department of Law to object to the application of Carlton Conway for Disability Benefits at the hearing of the local Pension Board.

On motion by Charlie Cross, seconded by Anthony Coleman and carried 4-0, the Board approved Resolution 21-R-06, a Resolution of the Board of Public Safety of the City of Elkhart, Indiana, authorizing the Department of Law to object to the application of Carlton Dean Conway for Disability Benefits at the hearing of the Local Pension Board.

3. ADJOURNMENT

On motion by Corinne Straight-Reed seconded by Charlie Cross and carried 4-0, the Board of Public Safety meeting was adjourned at 11:09 a.m.

\_\_\_\_\_ Robert Woods, Chairman

Attest: \_\_\_\_\_ Nancy Wilson, Clerk of the Board



**Rod Roberson**  
*Mayor*

**Shaun Edgerton**  
*Fire Chief*

**Rodney Dale**  
*Assistant Fire Chief*

**Kristi Sommer**  
*Assistant Fire Chief*

**Bette Howard**  
*Administrative Assistant*

**Jamie Kochanowski**  
*Administrative Assistant*

Fire Department  
500 East Street  
Elkhart, Indiana 46516

Phone: (574) 293-8931  
Fax: (574) 522-1023

Email:  
fire@elkhartfire.org

October 06, 2021

Elkhart Board of Safety  
229 S. Second St.  
Elkhart, In 46516

RE: Monthly Report, Medical Leave Extension

Members,

Attached you will find the monthly report for the month of September. Please review at your convenience.

In addition, you will find a request from FF Holly Reed for an extension of medical leave. Please review this request and I ask that the board accept this request.

Respectfully submitted,

Shaun Edgerton  
Fire Chief

Cc: Personnel File



## Edgerton, Shaun

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**From:** Reed, Holly  
**Sent:** Wednesday, October 6, 2021 4:13 PM  
**To:** Edgerton, Shaun; Dale, Rodney  
**Subject:** Extension

Good Afternoon chiefs,

I was told per our contract that I need to email you regarding medical leave extension and ask for an extension. I know I spoke with you after I got back from the doctor. He wrote a letter requesting 3 months more of medical leave and why. My next appointment is January 4th. Doctor did say as he did in his letter that I am ahead of schedule and that he has no doubt that he will release me on January 4th. Thank you for everything ,I do appreciate it.

Thanks,  
Holly Reed

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**Rod Roberson**  
*Mayor*

**Michelle Miller**  
*Department Head*



Phone: 574.293.2175  
Fax: 574.294.5530

Elkhart City Communications  
135 East Franklin Street  
Elkhart, Indiana 46516

October 12, 2021

Jatavia Culbreath  
29908 New Castle Dr.  
Elkhart, IN 46514

**City of Elkhart Board of Safety  
Conditional Offer of Employment**

Dear Jatavia,

The Board of Public Safety of the City of Elkhart wishes to thank you for your interest in our Communications Department. Recently, you completed a testing process resulting in an interview with the administration of the Elkhart City Communications Department and Human Resources.

We are pleased to inform you that you have successfully completed the processes thus far; therefore, the Board of Public Safety of the City of Elkhart, Indiana hereby grants you a conditional offer of employment as a member of the Elkhart City Communications Department. This offer of employment is conditioned upon your satisfaction of the following terms and will be withdrawn if you do not meet both requirements.

1. You must meet satisfactory standards resulting from a Truth Verification Exam administered by an Elkhart Police Department Certified Truth Verification Operator.
2. The City of Elkhart is a Drug Free Workplace. Therefore, a successful pre-employment drug screen is required.

The Board of Safety thanks you for your commitment to our community. We look forward to having you as a member of the City of Elkhart Communications Department.

CITY OF ELKHART  
BOARD OF PUBLIC SAFETY

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**Rod Roberson**  
Mayor

**Michelle Miller**  
Department Head



574.293.2175  
Fax: 574.970.0561

**Elkhart City Communications**  
135 East Franklin Street  
Elkhart, Indiana 46516

Date: October 4, 2021

To: Mayor Rod Roberson  
Elkhart City Board of Public Safety  
Common Council

From: Michelle E. Miller, Department Head  
Elkhart Communications Center

Re: **September 2021 Month End Report**

We processed 9,820 incoming & outgoing emergency and non-emergency phone calls. This was a decrease of 415 calls from September 2020. Below is a summary of the calls we handled in Communications.

CALL SOURCES	911 *This includes Landlines, Wireless, VoIP, TextTTY, and abandoned.* (as reported by ECats State reporting online)	Administrative (non- emergency)	<b>TOTAL</b>
	2,309	7,511	9,820
2020 TOTALS	2,131	8,104	10,235
2019 TOTALS	2,111	8,245	10,356

By shift, we entered 7,134 calls into the CAD, a decrease of 313 calls from September 2020. Below is a breakdown of the call volume by shift.

	POLICE CALLS	FIRE CALLS	OTHER	<b>TOTALS</b>
Day Shift	2,101	315	173	2,589
Afternoon Shift	2,320	378	357	3,055
Midnight Shift	1,202	173	115	1,490
<b>All Shifts</b>	<b>5,623</b>	<b>866</b>	<b>645</b>	<b>7,134</b>
2020 TOTALS	6,064	756	627	7,447
2019 TOTALS	6,446	747	582	7,776

\*Other Calls refers to calls made to communications that either required a response by other departments, such as Parks Dept., Street Dept., etc. This also includes calls that are dispatched out as attempts to locate, repossessions and/or private impounds.

**OTHER BUSINESS**

- For the month of July 2021 we handled 55 AUDIO REQUESTS for the Prosecutor's Office and Police Dept. We provided 9 (FOIA) Public Records Requests to individuals.
- We continue to have 2 open positions at this time. One is currently in the background investigation phase.

# Call Summary

Elkhart City 911 Communications Center

135 E. Franklin St

Elkhart, IN 46516

County: Elkhart

Year:

2021

Agency Affiliation

Police

Report Date:

10/04/2021 09:05:30

Report Date From:

09/01/2021

Report Date To:

09/30/2021

Period Group:

Month

Days Of Week:

All

Call Type:

All

Abandoned Filters:

Include Abandoned

NSI Filters:

NSI Included in 911 Totals

Agency Affiliation:

All

	September 2021	Total	County Average
<b>911</b>			
Inbound	2,279	2,279	3,263
Abandoned	30	30	288
Abandoned %	1.30%	1.30%	8.11%
Unparsed	0	0	1
<b>Total</b>	<b>2,309</b>	<b>2,309</b>	<b>3,552</b>
<b>10-Digit Emerg</b>			
Inbound	0	0	0
Abandoned	0	0	0
Outbound	0	0	0
Unparsed	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Administrative</b>			
Inbound	5,683	5,683	4,414
Abandoned	7	7	50
Outbound	1,821	1,821	1,630
Unparsed	0	0	1
<b>Total</b>	<b>7,511</b>	<b>7,511</b>	<b>6,095</b>
Avg Call Duration	84.2	84.2	91.4
<b>Total</b>	<b>9,820</b>	<b>9,820</b>	<b>9,649</b>

**Building Dept Monthly Report -**  
**September 2021**  
**Inspections**

		Commercial	Residential	Commercial Violations	Residential Violations	Commercial Abated	Residential Abated	Totals
Building Inspector	Building	34	51					85
	Electrical							0
	Mechanical							0
	Plumbing							0
	Fire							0
Mechanical Inspector	Building							0
	Electrical							0
	Mechanical	40	29					69
	Plumbing	1	1					2
	Fire							0
Plumbing Inspector	Building	2	1					3
	Electrical							0
	Mechanical	1	1					2
	Plumbing	27	13					40
	Fire							0
Electrical Inspector	Building							0
	Electrical	59	21					80
	Mechanical							0
	Plumbing							0
	Fire							0
<b>Totals</b>		164	117	0	0	0	0	<b>281</b>

**Building Permits By Category**

Building Permit Category	Number of Permits	Value	Average Value	Permit Fees
Residential New	2	\$290,000.00	\$145,000.00	\$580.00
Residential Alteration/Addition	62	\$543,117.00	\$8,759.95	\$2,738.00
Commercial New	3	\$10,334,680.00	\$3,444,893.33	\$11,111.00
Commercial Alteration/Addition	21	\$4,889,710.00	\$232,843.33	\$5,351.00
Manufactured House Set-up	1	\$30,000.00	\$30,000.00	\$40.00
Fire Suppression Systems	3	\$134,142.00	\$44,714.00	\$200.00
Storage Tank Install/Removal	0	\$0.00	n/a	\$0.00
Building Demolition/Move	2	\$167,990.00	\$83,995.00	\$200.00
Swimming Pool Install	0	\$0.00	n/a	\$0.00
Res/Com Accessory Structures	2	\$10,600.00	\$5,300.00	\$80.00
Canopies, Tents, Other.	3	\$6,500.00	No Value	\$120.00

Building Permits Issued	99	\$16,406,739.00	\$20,420.00
Electrical Permits Issued	38		\$6,130.00
Mechanical Permits Issued	133		\$16,090.00
Plumbing Permits Issued	15		\$1,570.00
<b>Total Permits Issued</b>	<b>285</b>		

<b>Total Permit Fees Collected</b>	<b>\$44,210.00</b>
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September, 2021

CODE OFFICER	INCIDENTS	ACTIVE	CLOSED	# OF TICKETS	FINE AMOUNT	NOTES
TRENT AVANCE	149	38	111	4	\$400.00	
BRUCE ANGLEMYER	182	60	122	0	\$0.00	
MAYFIELD TIMMONS	223	75	148	1	\$100.00	
KEN HUNT	96	21	75	0	\$0.00	
<b>MONEY COLLECTED (UNSAFE FUND)</b>						
Total	650	194	456	5	\$500.00	\$913.34