

# Board of Works and Safety

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October 18th, 2021

4:00 P. M.

## *Minutes*

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### ***Call to Order: Mayor Samuel J. Craig***

**The Board of Public Works and Safety** met on October 18th, 2021, at City Concourse for Regular Meeting. Honorable Mayor Samuel J. Craig presided and called the meeting to order at 4:00 P.M.

#### ***Members Present:***

- Mayor Samuel J. Craig
- Judy Carlisle
- Charlene Hall

#### **Reading/Approval of Minutes**

September 20th, 2021-Regular Meeting

Adopt Memorandum- September 20<sup>th</sup>, 2021- Executive Session

- ❖ Judy Carlisle made the motion to approve,
- ❖ Charlene Hall seconded the motion,
- ❖ ***All votes were in favor, No one opposed, Passed.***

#### ***New Business:***

##### **1. Swearing in Ceremony for Officer Peyton Felix**

- Peyton Felix has completed all requirements for the Police Department, 1977 Fund, and PERF.

##### **2. Request Approval and Acceptance of New Hire – Fire Department – Reid L. Marlow – Contingent Upon INPRS Membership Approval – Chief John Hughes**

- Reid has completed and passed medical and psychological testing as required by INPRS. INPRS approval was received on October 13, 2021. Reid's first day on the job was October 15, 2021, as Firefighter Third Class.
- ❖ Charlene Hall made the motion to approve,
- ❖ Judy Carlisle seconded the motion,
- ❖ ***All votes were in favor, No One Opposed, Passed***

**3. Resolution 3-2021 – Authorizing Electronic Participation – Mayor Samuel J. Craig, Greg Pittman**

**RESOLUTION NO. 3 - 2021**

**RESOLUTION OF THE CITY OF BEDFORD BOARD OF PUBLIC WORKS AND SAFETY AUTHORIZING PARTICIPATION BY BOARD OF WORKS MEMBERS IN MEETINGS BY ELECTRONIC MEANS**

WHEREAS, Indiana Code § 5-14-1.5-3.5 requires the governing body of a public agency to adopt a written policy establishing the procedures for a member who is not physically present at a meeting of the governing body to participate by electronic means; and

NOW, THEREFORE, BE IT RESOLVED THAT, the Board of Public Works and Safety of the City of Bedford, Indiana, hereby adopts the following procedures for a member who is not physically present at a meeting of the governing body to participate by electronic means:

**Section 1.** This policy applies to the Board of Public Works and Safety and any committee or advisory council appointed directly by the Board of Public Works and Safety. This policy does not apply when the City of Bedford is subject to a declared local or state public emergency.

**Section 2.** Subject to the provisions of this policy, a board member may participate in a board meeting by any electronic means of communication that:

1. allows all participating members of the board to simultaneously communicate with each other; and
2. other than an executive session, allows the public to simultaneously attend and observe the meeting.

**Section 3.** At least a majority of the entire Board of Public Works and Safety must be physically present at a Board of Public Works and Safety meeting in which board members participate by means of electronic communication.

**Section 4.** The Board of Public Works and Safety will conduct all of its meetings where board members will be allowed to participate by electronic means of communication.

**Section 5.** Not more than 50% of the Board of Public Works and Safety members may participate by electronic means of communication at the same Board of Public Works and Safety meeting.

**Section 6.** A Board of Public Works and Safety member, who wishes to participate in a board meeting by electronic means of communication, must notify the Mayor, the Mayor's assistant and/or the mayor's designee in writing at least 48 hours before the date of the Board of Public Works and Safety meeting. The written notice must contain the reason(s) for participation by electronic means. Once a board member has given notice of participation by electronic means, the mayor's assistant and/or the Mayor's designee will be responsible to set up the electronic means of communication for the Board member at the Board of Public Works and Safety meeting requested.

**Section 7.** A board member may not participate in more than fifty percent (50%) of the Board of Public Works and Safety meetings in a calendar year by an electronic means of communication, unless the board member's participation is due to:

1. military service,
2. illness or other medical condition,
3. death of a relative, or
4. an emergency involving actual or threatened injury to persons or property.

**Section 8.** A board member may attend two (2) consecutive Board of Public Works and Safety meetings by electronic communication, but must attend at least one (1) Board of Public Works and Safety meeting in person between two sets of consecutive meetings which the board member attends by electronic communication, unless the board member's absence is due to:

1. military service,
2. illness or other medical condition,
3. death of a relative, or
4. an emergency involving actual or threatened injury to persons or property.

**Section 9.** No board member may participate by means of electronic communication in a Board of Public Works and Safety meeting at which the Board of Public Works and Safety will take final action to:

1. adopt a budget,
2. make a reduction in personnel,
3. initiate a referendum,
4. impose or increase a fee, a
5. exercise the Board of Public Works and Safety's power of eminent domain, or
6. establish, raise, or renew a tax.

**Section 10.** A board member who participates by an electronic means of communication shall be considered present for purposes of establishing a quorum and participating in the Board of Public Works and Safety meeting; and may vote on a matter before the Board of Public Works and Safety only if the board member can be seen and heard.

**Section 11.** All votes taken during a Board of Public Works and Safety meeting at which at least one board member participates by an electronic means of communication must be taken by roll call vote.

**Section 12.** The minutes of a Board of Public Works and Safety meeting at which any board member participates by electronic means of communication must:

1. Identify each board member who:
  - a. was physically present at the meeting,
  - b. participated in the meeting by electronic means of communication, and
  - c. was absent.
2. Identify the electronic means of communication by which:
  - a. board members participated in the meeting, and
  - b. members of the public attended and observed the meeting.

- ❖ Judy Carlisle made the motion to approve,
- ❖ Charlene Hall seconded the motion,
- ❖ *All votes were in favor, No one opposed, Passed.*

**4. Request Approval and Acceptance of Indiana Finance Authority Grant Award Letter and Grant Agreement, and Authorizing Mayor Samuel J. Craig's Signature for the Transportation and Stormwater Grant Program – Mayor Samuel J. Craig, Misty Adams**

- The Grant amount is \$1,684,800 with a local match of \$527,600
- The Grant will cover the cost of a new sanitary sewer on 5<sup>th</sup> Street.
- Misty said when it rains a lot, the sanitary sewer overflows to the stormwater sewer and limits the capacity that the stormwater can take. The new sanitary sewer will open the capacity for the storm water.

- ❖ Charlene Hall made the motion to approve,
- ❖ Judy Carlisle seconded the motion,
- ❖ *All votes were in favor, No one opposed, Passed.*

**5. Request Approval of Road Restriction (One Way) Travel on Brian Lane Way – 9:00 A. M. to 9:00 P. M. – and Road Restrictions at 19<sup>th</sup> & Denson Avenue; - Saturday, October 30<sup>th</sup> – for Safe Night Trick or Treat at Boys & Girls Club – Chief Terry Moore**

- Chief Moore received a request from Holly Davis, President of the local radio, WBIW, to restrict travel on Brian Lane Way to one way travel going south from 9:00 A.M. to 9:00 P. M. on Saturday, October 30,2021. The request is to start setting up for Safe Night Trick or Treat.
- Safe Night is usually held at The Boys & Girls Club but due to safety reasons, Safe Night will be drive through only.

- ❖ Judy Carlisle made the motion to approve,
- ❖ Charlene Hall seconded the motion,
- ❖ *All votes were in favor, No one opposed, Passed.*

**6. Request Approval and Acceptance of Lochmueller Design Agreement for the Transportation & Stormwater Grant – Misty Adams**

- Misty is requesting approval of the Agreement from Lochmueller for the design/plans, permitting services and bidding phase services.
- Total cost is \$269,000.

- ❖ Charlene Hall made the motion to approve,
- ❖ Judy Carlisle seconded the motion,
- ❖ *All votes were in favor, No one opposed, Passed.*

**7. Request Approval and Acceptance of Lochmueller Change Order No. 1 – Wastewater Treatment Plant Project – Misty Adams**

- Misty is requesting approval for Change Order No. 1 for Headworks Junction Box modifications, Mud Valve repair at the existing MLSS Splitter box, and installation of new Squeegees for the two existing secondary Clarifiers. Total increase of \$38,441.
  - The change order also includes a deduction of \$225,671. Misty said the estimate on the sludge removal was 320,000 gallons, but the amount of sludge removed was 170,000 gallons, which resulted in a cost savings.
  - Increase: \$38,441
  - Deduction: \$225,671
  - Change Order No. 1 total: \$187,594 decrease in original bid amount.
- ❖ Judy Carlisle made the motion to approve,  
❖ Charlene Hall seconded the motion,  
❖ *All votes were in favor, No one opposed, Passed.*

**8. SOP #502 – Problematic Fire Protection Systems and Fire Watch- Chief John Hughes**

**• SOP 502 Problematic Fire Protection Systems and Fire Watch Effective 10-18-2021**

In the event a required fire protection system is out of service or has an excessive number of accidental activations that the Fire Chief or designee determines the system to be defective, the building owner, tenant or lessee shall provide fire watch personnel or evacuate the building until said system is placed back into service.

An out of service fire protection system must be repaired within 30 days. After 30 days of disrepair, all non-compliant issues will be forwarded to the State Fire Office for further determination.

It is the policy of the Indiana State Fire Marshall's office and shall be the policy of the Bedford Fire Department to require a fire watch. Every fire watch shall have one (1) or more qualified person(s) to be determined by the fire chief or designee. Per Order of the City of Bedford Fire Department:

- (A) On-duty Bedford Fire personnel will remain on scene until qualified fire watch personnel arrive to begin fire watch.
- (B) Fire watch personnel are subject to the Fire Chief or designee's approval
- (C) Fire watch personnel shall constantly maintain viable communication with Bedford Fire Department via means approved by the Fire Chief or designee.
- (D) Fire watch personnel's only duty is to perform constant patrols of the premises and keep watch for fires.

(E) Fire watch personnel will assist with the notification and evacuation of all building occupants in the event of a fire.

REFERENCE 2014 Indiana Fire Code 675 IAC 22-2.5

Section 901.7 Systems out of service. Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately, and the building shall either be evacuated, or an approved fire watch shall be provided for all occupants left unprotected by the shut down until the fire protection system has been returned to service.

Section 403.1 Fire Watch Personnel. Whenever it is essential for public safety in any Class 1 structure or any other place where people congregate, due to the number of persons or the nature of the activity being conducted, the fire chief may require the owner, agent, or lessee to employ one /1) or more qualified persons, to be approved by the fire chief, to be on duty in such Class 1 structure to serve as a fire watch. Such persons shall:

Be subject to the fire chief's orders at all times.

2) Be in uniform; and

3) Remain on duty at all times that such Class 1 structure is open to the public. Such persons shall not be required or permitted, while on duty, to perform any other duties other than the fire watch.

Section 403.1.1 Duties. Fire watch personnel shall keep diligent watch for fires, obstructions to means of egress, and other hazards during the time such place is open to the public, or such activity is being conducted and take prompt measure for remediation of hazards, extinguishment of fires that occur, and assist in the evacuation of the public from the structures.

- ❖ Charlene Hall made the motion to approve,
- ❖ Judy Carlisle seconded the motion,
- ❖ *All votes were in favor, No one opposed, Passed*

**9. SOP #201 – Call-In Fire and Emergency Protection Event Procedures – Chief John Hughes**

- **SOP201: Call-In Fire and Emergency Event Procedures**
- **Effective Date: June 21, 2021, Amended Date: October 18, 2021**
- **Purpose:**

To establish a procedure for Call-In Fire and Emergency events.

To provide some structure to the call-out procedure and to ensure accountability of all personnel throughout the duration of the incident.

To develop a method of assigning task at a large scene and to maintain adequate personnel and apparatus to respond to other incidents.

## General:

- A) The Battalion Chief or Officer in charge will make the decision to, call in off-duty personnel.
- B) A Staging Area shall be established prior to requesting additional manpower.
- C) The request for manpower will be made to the Bedford Police Department via radio or phone. The Battalion Chief shall request that the dispatcher inform all personnel to report to the staging area.
- D) The Chief or their designee shall be requested on ALL call-events.
- E) The Inspector and Training Officer shall be requested on all call-in fires.
- F) Upon their arrival, the Chief will assume the role of Incident Commander. The on-duty Battalion Chief will remain in place as Operations Command in charge office or emergency ground operations unless reassigned by the Chief. The Incident Commander will communicate via radio if any change of Operations Command occurs.
- G) The Officer shall request the off-duty Battalions by number. If only one Battalion is needed, the Battalion that worked the previous day will be called first. All Battalions should be called on major multi-story or commercial buildings.
- H) All personnel will use the three-digit ID number by adding the shift number to the front of their portable number. Example: BC of Shift #3 will become 311.
- I) The first arriving officer at Headquarters, Battalion Chief or Captain, shall send all remaining Engines or Ladder to the incident scene. There shall be one Engine and one Rescue available on scene for response to all other calls that may ensue. This will ensure that all personnel are at the incident scene should extra manpower be needed.
- J) Incident Commander shall appoint a Staging Officer and Safety Officer as incoming personnel arrive. All incoming personnel will report directly to the staging area.
- K) Administrative officers who are called in off duty will report to the staging area and will be assigned duties with their respective battalions by the Chief.
- L) The Staging Officer will record the names of arriving personnel and advise the Incident Commander of available resources. The Staging Officer will advise personnel of assignments and will track personnel throughout the duration of the incident. As personnel have completed assignments or are in need of rehab, they will report back to the staging area. The Staging Officer will confer with Incident Commander prior to reassignment or release of personnel.
- M) The Safety Officer has the authority to suspend operations that he deems unsafe. In addition, the Safety Officer can direct that personnel report to staging for re-hab. The Safety Officer shall communicate directly to Incident Command.
- N) All personnel will sign-out at the Staging area prior to being released.
- O) All time for call-in fires or emergency events will be given as time and a half. A minimum of two hours will be given for all call-ins; fire or emergency event.

- ❖ Judy Carlisle made the motion to approve,
- ❖ Charlene Hall seconded the motion,
- ❖ *All votes were in favor, No One Opposed, Passed*

**10. Approval to Sign Claims**

- ❖ Charlene Hall made the motion to approve,
- ❖ Judy Carlisle seconded the motion,
- ❖ *All votes were in favor, No one opposed, Passed*

**11. Discussion**

- No Discussion

**12. Adjourn**

- ❖ Judy Carlisle made the motion to adjourn,
- ❖ Charlene Hall seconded the motion,
- ❖ *All votes were in favor, No one Opposed, Passed, Meeting Adjourned*

**Board of Works & Safety 2021**

- *Samuel J. Craig, Mayor* \_\_\_\_\_
  
- *Judy Carlisle* \_\_\_\_\_
  
- *Charlene Hall* \_\_\_\_\_

*Attest: Marsha Pfeiffer*  
*Clerk-Treasurer* \_\_\_\_\_