Board of Works and Safety

April 16, 2024

6:00 P. M.

***Minutes***

***Call to Order: Judy Carlisle***

**The Board of Public Works and Safety** met on April 16, 2024, at StoneGate Arts & Education Center, 931 15th Street for Regular Meeting. Mayor Craig presided and called the meeting to order at 6:00 P.M.

***Members Present:***

* Mayor Samuel Craig
* Judy Carlisle
* Charlene Hall

**Reading of Minutes**

March 19, 2024-Regular Meeting

* Charlene Hall made the motion to approve the minutes,
* Judy Carlisle seconded the motion.

***All votes were in favor, No one opposed, Approved.***

***New Business:***

1. **Presentation of Lifesaving Award-Sergent Isaac Crane and Firefighter First Class Levi Clark-Chief Luke Pinnick**

* Chief Pinnick stated that on February 26th at 11:11am the department responded to a house explosion. Though heavy and smoke, Crane and Clark searched and located a victim and brought them to safety. They attended to the victim until EMS arrived. By their quick actions the person is alive today.
* Mayor Craig thanked the firefighters and stated that they went above and beyond to keep the citizens safe in the city.

1. **Request Approval of Reserving Five (5) Temporary Parking Spaces for Early Voting from April 9th to May 6th Along 16th Street From J Street Going East to I Street-County Clerk Amy Voorhies**

* Mayor Craig stated that the clerk request temporary parking for voters but is was not in time for the request to be on the March agenda.
* The mayor advised them to reserve the spots in front of the Plaza so that the local businesses will not be effected.
* Judy Carlisle made the motion to approve the request.
* Charlene Hall seconded the motion.
* ***All votes were in favor, No one opposed, Approved.***

1. **Request Acceptance of Resignation -Lieutenant Brady J Rhoda-Chief Luke Pinnick**

* Chief Pinnick requested the board accept the resignation of Lieutenant Brady Rhoda.
* Lieutenant Rhoda will pursue his career with the Monroe Fire Department.

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

1. **Request Acceptance of Permanent Status-Firefighter Third Class Ethan A Grissom- Chief Luke Pinnick**

* Chief Pinnick stated the Firefighter Grissom completed his probationary year in April.
* Judy Carlisle made the motion to approve the request for permanent status.
* Charlene Hall seconded the motion.
* ***All votes were in favor, No one opposed, Approved.***

1. **Request Acceptance of Officer Resignation-Captain Chase Hamilton-Chief Terry Moore.**

* Chief Moore stated that on March 23rd he received a letter of resignation from Captain Hamilton effective April 5th.
* Charlene Hall made the motion to approve the resignation.
* Judy Carlisle seconded the motion.
* ***All votes were in favor, No one opposed, Approved.***

1. **Request Acceptance of Easements-Spider Creek Sewer Main-Misty Adams**

* Hanrahan, Hall and Bright Inc. (Damon Hall President)-Utility Easement
* CenterPoint Energy-Gas Line Easement
* Equity Trust Company Custodian FBO Jay Jacobs Roth IRA- Sanitary Sewer Line Easement
* Misty Adams requested the board to approve the easements for the lift station at Spider Creek and the Force Main from Spider Creek to Norton Lane.
* All are for the current sewer projects**.**
* Judy Carlisle made the motion to approve the easements.
* Charlene Hall seconded the motion.
* ***All votes were in favor, No one opposed, Approved.***

1. **SOP 102-Request Acceptance of Injured Employee/Worker’s Compensation Policy-Denise Henderson**

* Denise Henderson stated that SOP 102 establishes in writing the Injured Employee/Workers Compensation Policy.
* Charlene Hall made the motion to approve SOP 102.
* Judy Carlisle seconded the motion.
* ***All votes were in favor, No one opposed, Approved.***

**Injured Employee/Worker's Compensation Policy**

SOP: 102

Effective Date: April 16, 2024

Purpose: To establish guidelines for employees who are injured at work

**Introduction**

The City of Bedford is committed to providing a safe and healthy work environment for all employees. In accordance with the Indiana Worker's Compensation Act, this policy outlines the procedures and guidelines for handling work-related injuries and illnesses, including compensation during absences, return-to-work protocols, and other relevant matters.

**Reporting Work-Related Injuries/Illnesses**

a. Employees must report any work-related injury or illness to their immediate supervisor as soon as possible.

b. Supervisors must promptly complete an incident report and forward it to the Human Resources Department.

**Medical Treatment and Evaluation**

a. Employees requiring medical treatment for work-related injuries or illnesses must seek treatment from an approved medical provider designated by the City's worker's compensation insurance carrier. During normal working hours, employees should seek initial treatment at IU Occupational Health located at 2900 W. 16th Street, Bedford. After-hour care can be obtained at First Care located at 2418 16th Street, Bedford. In the event of an emergency, immediately go to the nearest ER.

b. Employees may be required to undergo evaluations by authorized medical professionals to determine the extent of their injuries and their ability to return to work.

c. Employees who are restricted from working, or have restricted activities, must also maintain these restrictions as they relate to secondary employment or activities.

**Compensation During Absences**

a. If a physician requires the employee to be off work, the City will pay the injured employee 100% of their daily gross wage, minus payroll taxes and deductions, for up to seven (7) days. These days need not be consecutive.

b. Any time missed beyond the initial seven (7) days will fall under the City's worker's compensation policy for benefit payment at two-thirds (2/3) of the employee's regular gross wage, in accordance with the Indiana Worker's Compensation Act. Benefits paid under this provision are not subject to State and/or Federal tax and will be paid directly to the employee by the worker’s compensation insurance carrier. All payments made under section (b) will be subject to the rules, regulations, and procedures of the insurance carrier for the City.

c. Employees missing 8 or more days of work due to work-related injury or illness will still be responsible for payment of their payroll deductions (health insurance and any other deductions) during their time off work to avoid a lapse in coverage. Employees may contact the Clerk-Treasurer’s Office at (812) 275-1606 for information.

d. Based on the current workers’ compensation policy, if an employee misses work for twenty-one (21) days or more, their compensation benefit through the worker’s compensation carrier, which is two-thirds of their regular pay, will be retroactively calculated to include the first seven (7) days of absence. In such instances, because the City has already covered the employee’s first seven (7) days off at 100%, the employee will need to reimburse the City the equivalent of the 2/3 compensation from the workers’ compensation benefit.

**Return-to-Work with Light Duty Restrictions**

a. Employees who are released to return to work with light-duty restrictions by their treating physician may be accommodated by the City, provided that suitable light-duty assignments are available.

b. The Human Resources Department will work with supervisors and the employee's healthcare provider to develop a transitional duty plan that accommodates the employee's restrictions while allowing them to remain productive.

c. Failure to adhere to light-duty restrictions may result in disciplinary action, up to and including loss of worker’s compensation coverage and/or termination of employment.

**Coordination with Worker's Compensation Carrier**

a. The Human Resources Department will maintain regular communication with the City's workers’ compensation insurance carrier to ensure compliance with all legal requirements and to facilitate the timely processing of claims.

b. Employees are required to cooperate fully with the worker's compensation carrier's investigation of their claim, including providing necessary documentation and attending medical evaluations as requested.

**Employee Rights and Responsibilities**

a. Employees have the right to seek representation and assistance from the Human Resources Department or legal counsel when filing a worker's compensation claim or appealing a decision.

b. Employees are responsible for promptly reporting any changes in their medical condition or work status to their supervisor and the Human Resources Department.

**Policy Compliance and Review**

a. All employees are expected to comply with this policy and any related procedures.

b. This policy will be reviewed periodically by the Human Resources Department and updated as necessary to ensure compliance with changes in relevant laws and regulations.

**Conclusion**

The City of Bedford is committed to ensuring the health, safety, and well-being of its employees. This Worker's Compensation Policy is designed to provide guidance and support to employees who experience work-related injuries or illnesses, while also promoting a prompt and efficient return-to-work process. If you have any questions or require assistance regarding this policy, please contact the Human Resources Department.

1. **SOP 103-Request Acceptance of Injured Employee Utilization of City Clinic Policy-Denise Henderson**

* Denise Henderson stated that there is no change to the City Clinic.
* The SOP gives guidelines for the on-the-clock visits.

* Judy Carlisle made the motion to approve SOP 103.
* Charlene Hall seconded the motion.
* ***All votes were in favor, No one opposed, Approved.***

**Employee Utilization of the City Clinic Policy**

SOP: 103

Effective Date: April 16, 2024

Purpose: To establish guidelines for employees who use the City Clinic

Employees experiencing sickness during work hours or employees who are being seen for an annual wellness visit may utilize the city clinic while on the clock without using personal leave. Employees must receive approval from their Supervisor or Department Head before leaving work to go to the clinic. Employees seeking consultation or treatment through the city clinic or any other medical provider/facility for reasons other than those stated above during normal working hours must use their accrued personal leave (sick, comp and/or vacation) or take unpaid time off.

1. **SOP 104-Request Acceptance of City of Bedford Indiana Employee Retirement Gifts Policy-Denise Henderson**

* Denise Henderson stated that the SOP put in writing guidelines for city workers, police and fire retiring with 20 or more years in good standing.
* The SOP follows all tax laws.
* There can be a break in employment.
* Charlene Hall made the motion to approve SOP 104.
* Judy Carlisle seconded the motion.
* ***All votes were in favor, No one opposed, Approved.***

**City of Bedford, Indiana Employee Retirement Gifts Policy**

SOP: 104

Eff. Date: April 16, 2024

Purpose: To establish guidelines for employees who retire from the City of Bedford with 20 or more years of service in good standing.

**Introduction**

The City of Bedford, Indiana believes that a retirement gift policy for civil employees as well as sworn member of the Police Department and Fire Department respectively who are in good standing is a fitting tribute of appreciation for the dedicated service provided to the City by such individuals.

**Eligibility for Civil (Non-sworn) Employees**

Upon retirement in good standing with twenty (20) or more years of service to the City of Bedford, Indiana, civil employees shall be entitled to receive a gift in appreciation. All gifts shall be paid for by the Department from which the employee is retiring and shall be purchased by, or with the approval of, the Department Head with the approval of the Mayor. Commencing with retirement in year twenty (20), the civil employee shall receive a gift with a value up to and including $200. The gift increment shall raise $10 for each year thereafter. For example, if a civil employee retires in year twenty-three (23), they shall receive a gift with a value up to and including $230. For civil employees retiring in year forty (40) or thereafter, they shall receive a gift with a value of up to and including $400. The gift value shall never exceed $400.

**Eligibility for sworn members of the Police Department**

Upon retirement in good standing with twenty (20) or more years of service to the City of Bedford, Indiana, a sworn member of the Bedford Police Department shall be entitled to retain as his or her own personal property, the Department issued weapon or sidearm which said sworn member had been using at the time of giving notice of retirement.

**Eligibility for sworn members of the Fire Department**

Upon retirement in good standing with twenty (20) or more years of service to the City of Bedford, Indiana, a sworn member of the Bedford Fire Department shall be entitled to receive a trophy axe or alternate gift of equivalent value subject to Department Head and Mayor approval.

1. **Request Approval and Acceptance of Tabor/Bruce Architecture & Design proposal Agreement for Architectural Services-$4,900-Old Police Station**

* Brandon Woodward stated that the city is looking at the old police station to see the status of the building. The building has been gutted on the first floor.
* Mayor Craig stated that the goal is to assess the structure and look at options to the use of the building**.**

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

1. **Request Acceptance of Corporate Warranty Deed from Redevelopment Commission-New Police Station (Former Aldi Building)-2308 16th Street- Greg Pittman**

* RDC has authorized the transfer of the new police station to the City of Bedford.
* The bond has been paid off.
* Charlene Hall made the motion to accept the deed.
* Judy Carlisle seconded the motion.
* ***All votes were in favor, No one opposed, Approved.***

1. **Request Acceptance of Promotions-Police Department-  
   Chief Terry Moore**

* Detective Max Uebelhoer to Patrol Sergeant.
* Detective Trevor Shelhart to Detective Sergeant
* Chief Moore stated that due to the resignation of Captain Hamilton, the requested promotions are for a 6 month probationary period.
* Judy Carlisle made the motion to approve the promotions.
* Charlene Hall seconded the motion.
* ***All votes were in favor, No one opposed, Approved.***

1. **Request Acceptance of Lochmueller Group- Notice of Award of Bid for Infrastructure Systems Inc. -East/West Sewer Project-Misty Adams**

* Misty Adams requested the board sign the Notice of Award for the bid that was accepted in the March meeting.

* Charlene Hall made the motion to accept the award of bid.
* Judy Carlisle seconded the motion.

***All votes were in favor, No one opposed, Approved.***

1. **Approval to Sign Claims**

* Judy Carlisle made the motion to approve the claims,
* Charlene Hall seconded the motion,

***All votes were in favor, No one opposed, Approved.***

1. **Discussion**

* **None**

1. **Adjourn**

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

**Board of Works & Safety 2024**

* Samuel J. Craig, Mayor \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Judy Carlisle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Charlene Hall \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attest: Billie Tumey \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_