

# Board of Works and Safety

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May 15, 2023

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 May 15, 2023, at StoneGate Art & Education Center, 931 15<sup>th</sup> Street 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 of Minutes**

April 17, 2023-Regular Meeting

April 27, 2023-Special Meeting

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

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

##### **1. Swearing in Ceremony for Firefighter Ethan Grissom.**

- **Mayor Craig swore in Firefighter Ethan Grissom with his family in attendance.**

##### **2. Request Approval to submit IFA Pay Application No. 3 for State Road 58 Sewer Project-Mayor Sam Craig**

- Part of the Storm Water Grant
- \$394,811.58.
- ❖ Charlene Hall made the motion to approve,
- ❖ Judy Carlisle seconded the motion,
- All votes were in favor, No one opposed, Approved.***

**3. Request Approval of road Restrictions on June 11<sup>th</sup> for St. Vincent De Paul Church Corpus Christi March-11:30A.M. -Begin at St. Vincent De Paul Church walk North on I Street to Inside Square and back to Church -Mayor Craig, Mark Coressel**

- Requesting the streets be blocked and support from the police in blocking.
- ❖ Judy Carlisle made the motion to approve,
- ❖ Charlene Hall seconded the motion,
- ❖ *All votes were in favor, No one opposed, Approved.*

**4. Request and Acceptance of No Parking Signs-400 and 500 Block of 22<sup>nd</sup> Street- Both sides of street-For Vehicles traveling East to West-Chief Terry Moore**

- At the April 11<sup>th</sup> Plan Commission meeting concerned citizens approached wanting restricted parking along the road.
- The roadway is supposed to be 20 feet, but this road is 14 feet.
- Residents on the road have driveways.
- ❖ Charlene Hall made the motion to approve the request,
- ❖ Judy Carlisle seconded the motion,
- ❖ *All votes were in favor, No one opposed, Approved.*

**5. Request Acceptance of Resignation of Senior Firefighter Mark A Roberts-Chief John Hughes**

- Firefighter Roberts turned in his resignation letter on April 7 with the effective date of April 22.
- Leaving to go to a new career at Crane.
- ❖ Judy Carlisle made the motion to approve the resignation,
- ❖ Charlene Hall seconded the motion,
- ❖ *All votes were in favor, No one opposed, Approved.*

**6. Request Acceptance of Probationary promotion-Firefighter 2<sup>nd</sup> Class Adam W. Higgins- Chief John Hughes**

- Firefighter Higgins just finished his one year probation period, request to move to permanent status.
- ❖ Charlene Hall made the motion to approve,
- ❖ Judy Carlisle seconded the motion,
- ❖ *All votes were in favor, No one opposed, Approved.*

**7. Information on Update of In-House 2 Week Notice-Denise Henderson**

- Presenting an Ordinance to the council to change hiring procedure policy.
- Currently all vacancies are posted in-house for two weeks.
- This delays the hiring process if no current employees apply.
- The vacancies will be posted in-house but can be looking at new applicants at the same time.
- Current employees will still be given preference if they meet all the qualifications.

**8. Request Approval and Acceptance Memorandum of Understanding between City of Bedford and Fathers Forever Coalition -Mayor Sam Craig, Ashlynn Bender**

- In the April Council meeting, \$55,000 was approved to go to Fathers Forever Coalition.
- Requirements that must be followed are directed by the state and addressed in the Memorandum of Understanding.

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

**9. Request to Approval of Closing J St Between 16<sup>th</sup> St and 15<sup>th</sup> St for June 23<sup>rd</sup> and June 24<sup>th</sup> Limestone Heritage Festival-Sarah Turpen, Mayor Sam Craig**

- Limestone Heritage Festival is June 23<sup>rd</sup> and 24<sup>th</sup>. request road closures for food vendors on J St between 15<sup>th</sup> and 16<sup>th</sup> Streets beginning at 2pm on June 22<sup>nd</sup> until noon on June 25<sup>th</sup>. This will allow for vendor set-up and tear-down.
  - On June 24<sup>th</sup> requesting J St between 14<sup>th</sup> and 15<sup>th</sup> St. for fireworks viewing.
  - On June 24<sup>th</sup> requesting parade set-up area on M St from 15<sup>th</sup> to 12<sup>th</sup> St and from M St up 15<sup>th</sup> St from 3pm to 7pm
- ❖ Charlene Hall made the motion to approve,
  - ❖ Judy Carlisle seconded the motion,
  - ❖ *All votes were in favor, No one opposed, Approved.*

**10. Request Approval and Acceptance of Purchase Agreement-Jimmy E. Smith-2001 Norton Lane-Mayor Sam Craig, Greg Pittman**

- Utility Project purchase.
  - From Spider Creek to Norton Lane.
  - Obtained two appraisals and used the average of the two in the amount of \$8,950.
  - Appraisal were not required because the purchase is under \$25,000
  - Approval to allow the mayor to sign the purchase agreement.
- ❖ Judy Carlisle made the motion to approve,
  - ❖ Charlene Hall seconded the motion,
  - ❖ *All votes were in favor, No one opposed, Approved.*

**11. Request Approval and Acceptance of Amending Take Home Vehicle Policy-Police Department-Chief Terry Moore, Denise Henderson.**

- Currently there are two take home vehicle policies last revised in 2008.
- Revise into one to benefit the officers and protect the city.
- Spoke with the insurance company and attorney about the policy and they approved.
- Officers are responsible for the maintenance of their vehicles with the city paying the expenses.

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

**12. Request Approval and Acceptance of Addendum to Transit Drug & Alcohol Policy-Dennis Parsley**

- The US Department of Transportation changed the drug policy to say, “urine and or oral fluid”.
- The city is required to make the change as an addendum to the Transit Drug & Alcohol Policy effective June 1, 2023.

- ❖ Judy Carlisle made the motion to approve addendum as presented,
- ❖ Charlene Hall seconded the motion,
- ❖ *All votes were in favor of table, No one opposed, Approved.*

**13. SOP 227-Request Acceptance of Amendment -EMS Calls-Chief John Hughes**

- January 17, 2023, the City passed SOP 227 for responding to medical calls.
- It needs to be amended to add the following paragraph: The Bedford Fire Department will receive alarms of any of the above-listed issues from the Bedford Police Department Dispatch and shall respond accordingly. Should the Fire Department be attending another called, such as a fire, and receive a medical call, the officer in charge will confirm that an ambulance is enroute and shall have the authority to retain staff at the current scene.

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

#### 14. Request Acceptance of Personnel Promotion -Permanent Status-Chief Terry Moore

- Captain Blake Wade to Major
- Sergeant Clint Swanson to Captain
- Officer Toby Gerkin to Sergeant

- ❖ Judy Carlisle made the motion to approve,
- ❖ Charlene Hall seconded the motion,

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

#### 15. Approval to Sign Claims

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

#### 16. Discussion

- No discussion.

#### 17. 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 2023*

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

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