

**Brownsburg Metropolitan  
Police Department**

**Michael E. Dove**  
*Chief of Police*  
F.B.I.N.A. 223



31 North Green Street  
Brownsburg, IN 46112-1235

**Board of Police Commissioners**

Allan Bolante  
Ray Kotarski  
Stan Comer  
Terry Smith  
Don Spencer

**Attorney**  
Jayson Marksberry

## **BROWNSBURG POLICE COMMISSION MINUTES**

These are the Minutes of the regularly scheduled meeting of the Brownsburg Police Commission held at the Brownsburg Town Hall on January 8, 2013 at 7:00 p.m.

**MEMBERS PRESENT:** Allan Bolante, Ray Kotarski, Stan Comer, Terry Smith, Don Spencer

**ALSO PRESENT:** Chief of Police Mike Dove, Major Joe Grimes, Major Pat Bullock, Attorney Jayson Marksberry, Secretary Kathy Polhill

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The Pledge of Allegiance was given.

Stan Comer welcomed the two newly appointed Police Commissioners, Terry Smith and Don Spencer.

Stan Comer requested nominations for the position of President of the Brownsburg Police Commission. Ray Kotarski made a motion to nominate Allan Bolante as President of the Police Commission for 2013. Don Spencer seconded the motion. There were no other nominations.

Stan Comer then asked for a vote to confirm the nomination of Allan Bolante as President of the Board of Police Commissioners for 2013. Ray Kotarski made a motion to take a vote to elect Allan Bolante as President of the Police Commission of Brownsburg. Terry Smith seconded the motion. There was no discussion. The motion carried unanimously. Allan Bolante then presided over the meeting.

Ray Kotarski commented that at December's meeting he wanted to make sure that Stan Comer was thanked for the job he has done for the police commission in 2012. In addition, he thanked him for the concern and the work he had done for the citizens of Brownsburg. His concern was Stan Comer would not be returning to the board. He then thanked Stan Comer for the work he does for the town and the police commission.

COMMISSION OF ACCREDITATION  
FOR LAW ENFORCEMENT AGENCIES



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Allan Bolante added he agreed with Ray Kotarski's comments and learned a lot under Stan Comer's leadership as president in 2012. He, too, welcomed Terry Smith and Don Spencer to the board.

Stan Comer made a motion to nominate Ray Kotarski as Vice-President of the Board of Police Commissioners for 2013. Don Spencer seconded the motion. There were no other nominations.

Stan Comer made a motion to confirm the nomination for Ray Kotarski as Vice-President of the Board of Police Commissioners for 2013. Terry Smith seconded the motion. There was no discussion. The motion carried unanimously.

Stan Comer made a motion to retain the services of Jayson Marksberry as legal counsel of the Board of Police Commissioners for 2013. Ray Kotarski seconded the motion. There was no discussion. The motion carried unanimously.

Ray Kotarski made a motion to reappoint Kathy Polhill as Police Commission Secretary for 2013 and thanked her for her previous years' work. Stan Comer seconded the motion. There was no discussion. The motion carried unanimously.

With no corrections or additions for the Agenda, Ray Kotarski made a motion to approve the January 8, 2013 Agenda. Stan Comer seconded the motion. There was no discussion. The motion carried unanimously.

Don Spencer said that prior to the approval of the Minutes, he was abstaining from voting due to not being present at the meetings. Terry Smith also abstained due to not being a member of the commission at that time. Ray Kotarski made a motion to approve the regularly scheduled meeting Minutes dated December 11, 2012. Stan Comer seconded the motion. There was no discussion. The motion carried.

Ray Kotarski made a motion to approve the Executive Session meeting Minutes dated December 20, 2012. Stan Comer seconded the motion. There was no discussion. The motion carried.

Stan Comer made a motion to approve the Expense Report for December 2012. Ray Kotarski seconded the motion. There was no discussion. The motion carried unanimously.

#### OLD BUSINESS

#### CHIEF OF POLICE

Chief Dove welcomed the two new police commissioners.

Chief Dove announced the police department will be turning back to the town an estimated \$148,000 from the 2012 budget. He thanked Major Grimes and Chris Wingler for the work they have done with the budget.

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Allan Bolante commended Chief Dove and Chris Wingler for doing a superb job with the budget by spending 97% of the approved budget and turning back in \$148,122. He noted in Chief Dove's report there is an encumbrance of \$58,000 for the health insurance. It is kind of a savings but not really because it is carried over to 2013. Chief Dove clarified the \$148,000 is what the police department spent that was not taken out towards the end of the year.

Chief Dove said the police department does a very thorough, comprehensive year-end report that covers every aspect of the department. The report is done in-house, thus not incurring any outside expense. It is planned to present the 2012 year-end report to the police commission at its February meeting and will ask that it be presented to the town board.

Previously the commission gave a conditional offer for the position of a full-time officer to Kevin Cronin. He has met all conditions in that offer with PERF requirements. Therefore, Chief Dove requested from the commission that Kevin Cronin be allowed to start as a full-time officer.

Ray Kotarski made a motion that Chief Dove go ahead and get Kevin Cronin on as a full-time officer with the Brownsburg Police Department effectively immediately. Stan Comer seconded the motion. There was no discussion. The motion carried unanimously.

Chief Dove reminded the commission this is not an additional officer to the staff but the replacement of an officer who resigned from the department last year. He said the hiring process is very thorough and that this officer was selected out of over 530 applicants.

Two years ago it was decided that staff have physicals every two years. In the past, some were supposed to have physicals and some did not. Chief Dove made it mandatory that all officers, without exception, have a heart stress test and go through a very thorough physical. When Chief Dove went for his physical, he spoke with staff at Hendricks Occupational Health. The doctors told him they saw a tremendous improvement in the wellness of the police department's officers in the last two years. They also said that without exception, the Brownsburg Police Department has the best overall health and wellness of any public safety department they have ever seen come through Hendricks Occupational Health. A doctor said he would give Chief Dove documentation to this effect, which Chief Dove hopes to have by the February commission meeting. Chief Dove said with the stress involved in a police officer's job, it is important they maintain good physical health. He has noticed many officers keeping in shape and with some of the encumbrances that there were the end of the year, additional work-out equipment was purchased.

Chief Dove had no further old business to discuss.

Don Spencer asked for clarification that when Chief Dove referred to officers, he meant all ranks, all members of the police department. Chief Dove said all ranks he refers to as a whole as officers; they are an officer first and then become a rank second.

OLD BUSINESS  
COMMISSION

The commission had no old business to discuss.

NEW BUSINESS  
CHIEF OF POLICE

There was a recent large amount of snowfall. The police department had purchased new Fords that are all-wheel drive. Along with the current Tahoes, all these vehicles did an exceptional job during the storm. Chief Dove said that as a result of having these vehicles, there were enough in the fleet for the entire shift on those evenings of high amounts of snow and hazardous road conditions. There was excellent feedback from Major Bullock and the officers who drove those vehicles in the hazardous conditions. Chief Dove heard of numerous accidents and slide-offs involving several other agencies which caused their response times to be hindered. However, Brownsburg Police Department did not experience delayed response times. Chief Dove said Major Bullock and the staff did an excellent job in opting for these vehicles.

Chief Dove said there had been some maintenance issues with some of the department's past vehicles' makes and models when they got to a certain year. It became expensive to maintain those vehicles. The thought process is to slowly change over to new vehicles that are more efficient and a better tool for the officers.

Chief Dove said December showed there were several cases that needed more attention than normal and also had the potential of being very dangerous cases. There were many resisting law enforcement and dangerous criminal element cases. Major Bullock then talked about the highlights of some of these cases, one involving the use of a taser where Corporal Bass had to tase an individual and the first tase did not take. He then had to do a second shock which did work.

Ray Kotarski commented that this is all about officer safety, and that is priority one with the police commission.

Chief Dove will be talking to each division head about re-assessment; to find out what is being done right, what is being done wrong, how things can improve, and give an "ownership" feeling to the officers and civilian staff; to get their input and ideas.

Chief Dove said the 2013 Raceway Park Schedule is out. He and Major Bullock have talked about plans to fit the schedule. Chief Dove said while these events are going on, it is important to keep track on what is going on in the Town of Brownsburg. Reserve officer training will be very important and there will be many new challenges for the upper staff to make sure everything is managed properly. Chief Dove will be talking to the General Manager of the track, Wes Collier. He has talked to Brownsburg Fire Territory Chief Brown, who is a good resource to have.

Chief Dove had no further new business to discuss.

NEW BUSINESS  
COMMISSION

Ray Kotarski said there are many employees who are nominated throughout the year for the good work that they do. Annually there can be only one winner in the different categories, whom the commission votes on. He then announced the following Employees of the Year for 2012:

Operations Division -- Corporal Doug Abshire  
Support Services Division -- Chris Wingler  
Reserves Division -- Officer Corey Sears  
Top Gun Award -- Officer Joe Fults

The commission had no further new business to discuss.

MAJORS' REPORTS

Allan Bolante commented that both of the majors' reports were well-written.

OFFICER STATISTICAL REPORT

There were no comments.

PUBLIC SERVICE ACTIVITY REPORT

Chief Dove said that in December Don Spencer as Councilman, Allan Bolante, and he were invited to Cardinal Elementary to inter-act with the students. In light of the recent event at a Connecticut school, Chief Dove thought it was a good idea to attend. He said being at the school re-instilled in him the department's responsibility and safety of everyone. Chief Dove will be meeting with the school superintendent. Chief Dove believes it is important to re-evaluate plans in case something was to happen at the schools. The department is also working with the school police.

MISCELLANEOUS CORRESPONDENCE

A hand-written letter was received from a young girl. Chief Dove said it showed the inter-action the police department has with the public and the influence it has with young people and that trust in the police department is important.

ATTORNEY

Jayson Marksberry welcomed the two new commissioners and told Stan Comer he was glad he was

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back on the commission. He expressed his appreciation to Stan Comer for his leadership and stability and thanked him for what he does for the Town of Brownsburg.

Jayson Marksberry thanked the commission for his re-appointment.

The attorney had no further comments.

#### FLOOR

Don Spencer said he had a desire to serve on the police commission for various reasons. He and his family, along with other family members, live in the community, and he moved his business here. As a councilman he has met members of the police department. He said he understands the purpose of the police commission is to guide from a budgetary perspective, disciplinary perspective, and a policy perspective and will do his best to serve in the capacity and act as a liaison to the council. Through his service, he wants to do what is best for the department and help in any way he can to ensure the safety of the community and the police department's officers. It is his hope to get to know everyone in the department in their appropriate roles.

Terry Smith said he hoped he could live up to the trust that the council has shown in appointing him to the police commission. Since his appointment he has had a tour of the facilities and met with members of the police commission and the chief. Everyone has been open in sharing things to help make his transition into a police commissioner. He also thanked his wife for helping to make the decision to take on this position.

There were no further comments.

Ray Kotarski made a motion to adjourn the meeting.

Meeting adjourned at 7:45 p.m.


THESE MINUTES SO APPROVED THIS 12<sup>TH</sup> DAY OF FEBRUARY 2013.



Allan Bolante, President



Ray Kotarski, Vice-President



Stan Comer, Commissioner



Don Spencer, Commissioner



Terry Smith, Commissioner

ATTESTED:



Kathy Polhill, Secretary