

**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 meeting of the Brownsburg Police Commission held at the Brownsburg Town Hall on June 12, 2013 at 5:00 p.m.

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

**ALSO PRESENT:** Major Joe Grimes, Major Pat Bullock, Captain Ben Pyatt,  
Attorney Jayson Marksberry, Secretary Kathy Polhill

**ABSENT:** Chief of Police Mike Dove

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The Pledge of Allegiance was given.

Stan Comer made a motion to approve the June 12, 2013 Agenda as submitted. Don Spencer seconded the motion. There was no discussion. The motion carried unanimously.

Don Spencer abstained from voting on the May 14, 2013 Minutes due to not being at that meeting. Terry Smith referred to that meeting where his wife had offered materials for dealing with internships. Major Grimes now has that information. Terry Smith said if anyone else was interested in having copies, to let him know.

Terry Smith then made a motion to approve the regularly scheduled meeting Minutes dated May 14, 2013. Due to also not being at that meeting, Allan Bolante abstained from voting. Stan Comer seconded the motion. There was no further discussion. The motion carried.

Don Spencer made a motion to approve the Expense Report. Terry Smith seconded the motion. There was no discussion. The motion carried unanimously.

### OLD BUSINESS

#### MAJOR GRIMES

COMMISSION OF ACCREDITATION  
FOR LAW ENFORCEMENT AGENCIES



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The commissioners had been given a copy of the budget submitted by Chief Dove in the format requested by the town manager. Ray Kotarski referred to page four, special equipment, emergency products, crossing guards' signs and vests. He asked if these should be the responsibility of the schools. Major Grimes responded that under the Inter-Local Agreement with the town, the police department, and the school corporation, the police department is still responsible for supplying the vests and equipment for them. Every year the school corporation provides a list of their crossing guards and substitutes to the police department, which the chief reviews. It is then submitted to the town council for approval. Major Bullock said there is a state statute that dictates the town is responsible, and the police department pays a certain portion based on what the expense is.

Ray Kotarski referred to page seven, credit card fees, \$750 requested for 2014. He noted when someone uses a credit card to pay for something, the vendor has to pay a fee to the credit card company. There are people who come to the police requesting reports and pay for them using their credit card. It is his understanding the town is paying for that credit card fee. He suggested that people pay with cash or the police department raises its fees to cover the cost of the credit cards. Major Grimes believes there is a state statute that indicates what can and cannot be charged and the maximum amount.

Jayson Marksberry agreed there are regulations that do apply and believes there are some solutions that can be looked at. It was pointed out the court only accepts cash or money orders.

Don Spencer said his understanding was the old budget for 2013 was \$5.1 million+ and now they are looking at \$4.9 million+ as indicated on the comparative analysis the commissioners received. The difference is \$146,152, and he asked if the number in the old budget was correct. Allan Bolante explained the submitted budget that was approved, as far as the expense report is concerned, has an opening budget for 2013 at \$5.144 million. However, on the proposed 2014 budget, the old budget for 2013 indicates \$4.998 million versus the \$5.144 million. The differences would be significant as far as percentages and the increase when the town manager looks to approve the budget going into 2014. Don Spencer said the difference may be in the P.E.R.F. difference for 2014.

Major Grimes explained that for the P.E.R.F. line item there is \$100,000 that does affect the budget that is not budgeted for because it is utilized out of an existing fund for P.E.R.F. Just prior to those funds being exhausted, the funds are transferred from the old account to the line item, which would affect the given amount. This is not an increase in expenditure but is accounting for the required payments. Allan Bolante said the discrepancy is from lines 221 to 245. Don Spencer said by looking at the budget column on what was spent to date and the comparative worksheet, it shows lines 221 to 245 are marginally different in the old budget numbers but are larger on the 2013 analysis. Major Grimes said he would review this and get the correct percentage in the difference back to the commission.

Don Spencer suggested if by having the discussion and collectively agreeing that Major Grimes changes the numbers, the commission would approve the budget. Jayson Marksberry said this could be tabled

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or accepted subject to the contingency.

Again pertaining to the budget, Don Spencer referred to officer over-time pay where \$100,000 is requested and includes an anticipated grant and some money for the racetrack. He said he presumed these were estimates and not spent. Major Grimes said this was correct and that larger events are planned for this year. Don Spencer asked if the costs associated with the area of annexation to the east, such as extra patrols, are being absorbed. Major Grimes said some additional costs have been absorbed with the annexation of Lucas Oil Raceway Park. Areas outside of the racetrack are being covered by regular time paid and personnel on hand to date.

Major Grimes said the town manager is expecting the budget as soon as possible. Stan Comer said he was uncomfortable with making a motion on the budget when the numbers are not spelled out correctly. Allan Bolante pointed out the error is in the comparison to the 2013 budget. He believes the chief, both majors, and the captain have accepted the proposed 2014 numbers. He said the commission could make a recommendation for approval to the town manager with the provision subject to the changes of the 2013 numbers. He believes with those changes made, it would show a lesser percentage change. Rather than being at 6.24%, it could possibly be at 3.71%.

Don Spencer made a motion to accept the proposed 2014 subject to the update of the 2013 budget numbers. Ray Kotarski seconded the motion. There was no further discussion. The motion carried unanimously.

Regarding the records work space remodeling, quotes have been received, and there have been talks with the town's purchasing manager. The remodeling will produce efficiency and proficiency in the work area. Ray Kotarski asked that when the contract is awarded, if it will be done only by a licensed, insured contractor. Major Grimes responded it would. Ray Kotarski requested that nobody who is not involved with the contractor be allowed to do any work. There are liabilities if someone unlicensed does, for example, electrical work and a building burns down. He told Major Grimes to make sure this happens. He realizes people like to volunteer to do some of the jobs but believes this is a dangerous practice.

Major Grimes said the department has been conducting an assessment of its needs and personnel. Based on these assessments, selection processes have been conducted with the following results: Officer Dirk Fentz has been assigned to the Interdiction team, Corporal Jacque Bass has been selected to be an Investigations Detective, and Officer Kevin Huntsman has been assigned to the Motorcycle Unit. He will be operating from a motor vehicle for the time being and utilizing a motorcycle from the department's fleet when available.

Lieutenant Depinet was assigned the task of following up with vendors and communicating with the Hendricks County Communications Center, as well as other entities within the jurisdiction, to find opportunities for compliance with the M.D.T. advanced authentication. A quote is expected from Netmotion. The town manager had been told this was not something within the police department's

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budget. Major Grimes said ways will be found to fund it if an agreement has to be entered into with a vendor like Netmotion.

Major Grimes updated the commission on the recruitment process. To date, 118 civilian pre-apps have been received. In addition, 312 sworn pre-apps have been received with 62 being disqualified. Of the 250 remaining eligible for testing, 88 have responded that they will attend testing on June 29<sup>th</sup>.

Major Grimes had no further old business to discuss.

OLD BUSINESS  
COMMISSION

Don Spencer said there had been talks with Sergeant Watts, Major Grimes, and himself about pieces of equipment the department needs to respond to emergencies that may come up in the town. Sergeant Watts did a lot of investigating on how an E.R.T. armored personnel carrier and a command vehicle would affect the department. Don Spencer said it was decided that now is the time to purchase both, with the E.R.T. vehicle being the first. Money to purchase this vehicle will be asked for through the C.C.D. Fund, which is being upped from last year based on discussions with the town manager. Through seizure funds, it is hoped to purchase the command vehicle on the department's own; without going through the town.

Major Grimes agreed with Don Spencer's comments. He added that based on an agreement with the town manager, the police department will be asking that the \$210,000 still be part of the department's C.C.D. Fund and will be asking for additional funding through the C.C.D. Fund for the armored personnel carrier.

Terry Smith asked for clarification from Don Spencer that the difference in the budget item, the money that will be available versus this number, part of it will come from forfeiture funds. Don Spencer said the C.C.D. Fund is not reflected in the department's budget but is a separate line item through the town. The armored vehicle is requested directly against that fund. The command vehicle will be paid out of seizure funds. Terry Smith said there are some restrictions on forfeiture funds and asked if the command vehicle will be allowed to be purchased with those funds. Jayson Marksberry said it was his understanding it would be.

The commission had no further old business to discuss.

NEW BUSINESS  
MAJOR GRIMES

Major Grimes requested that Reserve Officer Justin Staley be removed from probationary status effective June 1, 2013. He was hired on March 28, 2012 and completed his field training June 1, 2012.

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Ray Kotarski made a motion to remove Reserve Officer Justin Staley from probationary status. Terry Smith seconded the motion. There was no discussion. The motion carried unanimously.

The police department has had two interns working with it the past several months; Spencer Black and Nathaniel Scott. Spencer Black completed 150 hours of internship from January 14<sup>th</sup> – May 17<sup>th</sup>. Nathaniel Scott completed 100 hours from May 13<sup>th</sup> – June 8<sup>th</sup>. Both interns talked about what they learned from the Internship Program. Major Grimes then presented Certificates of Completion to both of them.

Major Grimes described a recent E.R.T. call-out involving an armed barricaded individual. He said everyone who responded did so professionally and conducted their duties without question. They also provided a high level of safety for the surrounding community. When asked, I.M.P.D. responded with an armored vehicle. However, due to the timeframe and not having such a vehicle readily available at Brownsburg Police Department, the vehicle arrived at the end of the incident but was able to provide aid and cover. Major Grimes expressed his thanks to I.M.P.D.

Terry Smith commented that since being on the police commission, a point Chief Dove and the majors have made is training. In a real life situation, such as Major Grimes just described, the question is how well will that training play out. From the narrative Terry Smith read, he said everyone was trained and performed exactly as they should. He said it was a credit to those who train and everyone who was there doing what they were trained to do. He commended everyone involved with the situation, doing what is expected of them.

The 4<sup>th</sup> of July Extravaganza will take place July 2<sup>nd</sup> – 6<sup>th</sup>. The parade will be on the 4<sup>th</sup> of July at 10:00. Major Bullock said the entire event at Arbuckle Acres will be covered by the reserves only, which will save the department money. Some bicycle units might be utilized for the parade and on the trails in the park.

Major Grimes said the department will be reviewing its current salary ordinance for possible revisions as this has not been done for several years. Allan Bolante asked if this is like a wage survey for a same-sized department; what each person is making from upper staff to road officers. Major Grimes said the police department's portion of the ordinance dictates what salary range someone will fall under based on their rank. The brackets need to be reviewed, and the pay matrix will be utilized.

Jayson Marksberry said a part-time personnel policy will be presented at the July meeting. He has talked with the International Association Chiefs of Police's (I.A.C.P.) Policy Development Unit and is awaiting information from them as well as the town's insurance carrier. In addition, Chief Dove, Major Grimes, Kim Shupert, and Jayson Marksberry have met to discuss the policy.

Don Spencer commented to Jayson Marksberry he realizes he is working closely with not only the town manager's office, but the town's legal counsel, Tricia Leminger. Jayson Marksberry said she has been working with the town's insurance carrier and that he and she have been in contact about the policy.

Major Grimes had no further new business to discuss.

NEW BUSINESS  
COMMISSION

The commission had no new business to discuss.

MAJORS' REPORTS

There were no comments.

OFFICER STATISTICAL REPORT

There were no comments.

PUBLIC SERVICE ACTIVITY REPORT

Major Grimes commented that Sergeant Fleck routinely goes out of his way to interact with different facets of the community, such as the youth, self-defense classes, and the older generation. Major Grimes has received positive feedback on Sergeant Fleck's interaction with community groups. He is heavily involved in the three weeks of Youth Summer Camp. Major Grimes said these programs would not be successful without Sergeant Fleck taking on the responsibilities.

Allan Bolante commented that he has seen Sergeant Fleck working throughout the community all the time.

MISCELLANEOUS CORRESPONDENCE

There was no correspondence to discuss.

ATTORNEY

Jayson Marksberry attended a conference in Kansas City titled "Managing Police Discipline". He felt the expertise and information exchanged at the seminar were the best he had been to. There were discussions about policies, problems facing law enforcement, and liabilities.


Jayson Marksberry had no further comments.

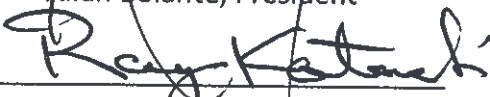
FLOOR


There were no comments from the floor.

With no objections, Allan Bolante adjourned the meeting at 5:53 p.m.

THESE MINUTES SO APPROVED THIS 9<sup>TH</sup> DAY OF JULY 2013.

  
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Allan Bolante, President

  
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Ray Kotarski, Vice-President

  
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Stan Comer, Commissioner

  
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Don Spencer, Commissioner

  
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Terry Smith, Commissioner

ATTESTED:   
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Kathy Polhill, Secretary