



BROWNSBURG METROPOLITAN POLICE DEPARTMENT

Joseph A. Grimes
Chief of Police

Office: (317) 852-1109
Fax: (317) 858-2023

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 12, 2021 at 6:00PM.

MEMBERS PRESENT: Allan Bolante, Ray Kotarski, Paul Whalen, Brian Jessen and Tim Cooper

ALSO PRESENT: Chief Joseph Grimes, Major Andy Watts, Attorney Jayson Marksberry and Secretary Kellie Cummins

ABSENT: Major Bryan Fultz

Jay Puckett gave the invocation.

The Pledge of Allegiance was recited.

Ray Kotarski welcomed the two new Commissioners, Tim Cooper and Town Councilman Brian Jessen to the board. Ray Kotarski thanked former Police Commissioner Terry Smith for his eight years of service the board.

Roll Call was conducted and a quorum was formed.

Police Commission appointments: Ray Kotarski opened nominations for 2021 Police Commission President. Paul Whalen nominated Ray Kotarski for President. Ray Kotarski respectfully declined. Ray Kotarski nominated Allan Bolante for President. Ray Kotarski requested a vote. Allan Bolante was voted in as President 4-0. Allan Bolante opened nominations for 2021 Police Commission Vice President. Allan Bolante nominated Ray Kotarski for Vice President.

Board of Police Commissioners

Ray Kotarski
Allan Bolante
Paul Whalen
Brian Jessen
Tim Cooper

31 N. Green Street
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Attorney
Jayson Marksberry



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-2-

Paul Whalen nominated Paul Whalen for Vice President. Allan Bolante asked for a vote for Paul Whalen as Vice President, there were none. Allen Bolante asked for a vote for Ray Kotarski for Vice President. Ray Kotarski was voted in as 2021 Police Commission Vice President. Allan Bolante stated the board wanted to re-appoint Jayson Marksberry for legal counsel for 2021. Ray Kotarski made a motion to re-appoint Jayson Marksberry for 2021. Brian Jessen seconded the motion. Jayson Marksberry was re-appointed for 2021, 5-0. Allan Bolante requested a nomination for Police Commission Secretary. Paul Whalen nominated Kellie Cummins. Ray Kotarski seconded the motion. Motion carried 5-0.

Allan Bolante requested a motion to approve the agenda for tonight's meeting. Ray Kotarski made a motion to approve the agenda as posted. Paul Whalen seconded the motion. Motion carried 5-0.

Allan Bolante requested a motion to approve the police commission meeting minutes from the December 8, 2020 meeting. Ray Kotarski made a motion to approve the minutes as presented. Paul Whalen seconded the motion. Brian Jessen and Tim Cooper sustained from voting since they were not at the December meeting. Motion carried 3-0.

Allan Bolante requested a motion to approve the Executive Session meeting minutes from December 8, 2020. Paul Whalen seconded the motion. Brian Jessen and Tim Cooper sustained from voting since they were not at the December meeting. Motion carried 3-0.

Allan Bolante requested a motion to approve the expense report dated January 4, 2021. Paul Whalen made a motion to approve the report as presented. Ray Kotarski seconded the motion. Brian Jessen asked what was being approved. Allan Bolante stated, this report reflects expenditures that have already been presented and approved. Allan Bolante said that the Chief of Police is making the Police Commission aware of where the department stands financially in with budget. Brian Jessen stated he would make a motion to accept the comments and notes made by the Chief on expense reports. No further comments. Allan Bolante asked for a vote. Approved 5-0.

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-3-

OLD BUSINESS **CHIEF OF POLICE**

Chief Grimes updated the commission and public on the 2021 Citizens Academy. Chief stated the citizen's academy was to start earlier this year however, due to the health department and the Governor's orders we are postponing the academy. The academy is for thirty participants that have filled out an application. The new start date is Tuesday, May 4th at 6:00PM at our Training Facility. The academy will be held each Tuesday and Thursday evening from 6-9PM through May 27th. Chief Grimes stated that all of the participants have been notified of this date change.

Chief Grimes gave an update on the lateral hiring process for a full time sworn officer. Chief recapped the process to bring the new commissioners up to speed. Chief Grimes said that the advertising of the recruitment began on December 1st and the recruitment remained open until January 4, 2021. We received thirty-six pre-applications. Chief Grimes said that these applicants by criteria are current certified law enforcement officers from other agencies. Chief Grimes said that seventeen applicants were disqualified due to standard disqualifiers. The remaining nineteen were provided a full application for completion; they will then be scheduled for interviews. With this streamlined process, conditional offers are anticipated for the March PC meeting. Chief Grimes said there is currently one vacancy. The department is allotted 52 full time sworn positions. Due to the elements of COVID and last year's recruitment, we did not fulfill the 52nd slot.

Chief discussed the Reserve Recruitment process. Chief said the process started September 16, 2020 with an informational meeting. BPD personnel and Executive Staff outlined the requirement for the Reserve process, training and monthly requirements. This event was attended by over twenty interested participants. Reserve Officers are not paid. Chief said that at the end of the year they are paid \$250 to try to compensate for any loss of wages for attending court. Chief Grimes said the written and agility testing was held on September 26th. Fourteen applicants attended the testing, thirteen advanced to the oral interviews on October 21st & 22nd. Seven applicants were recommended to advance on to the preliminary background stage. All seven had a home/zoom interview. Chief Grimes said later in this meeting a request for approval of the conditional offers to the remaining candidates will be presented.

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-4-

Chief Grimes update the group on the 2020 budget. Chief said that moving forward he wanted to show the department did not expend all of the allocation, approximately \$1.2 million dollars. Chief stated there was a re-imbursement that the Town has obtained through the CARES Act based upon COVID and Federal Standards. Chief said this will be discussed at the Town Council level as well. Chief Grimes said that in reality our budget, based upon the allocation of 2020, did not utilize \$409,854. Chief Grimes said that 94.3% of the budget was expended. Chief added after working with the Town Manager's Office and the Town Clerk's office they were able to alleviate some of the revenue concerns impacted by COVID by not having to utilize certain elements of our pre-allocated budget from the Town Council. Chief pointed out some of those elements; sworn officer position that was not fulfilled and we rescinded the need for a part time civilian position. Chief added that we did not have major sporting events at Lucas Oil Raceway where personnel would be responsible for public safety. Chief said within the salaries and benefits section was over \$200,000. Other areas include the fuel costs; \$84,000 that was not utilized, department physicals; \$22,000. Chief stated over \$856,000 went back into the General Fund of the Town. Brian Jessen stated the original CARES act, that came out from the Federal Government, there was push to get the money into local government's hands quickly. The information the Chief provided to the Clerk Treasurer on salaries and benefits for police, which were applicable under the CARES act, the transfer happened quickly. Brian Jessen added when discussions took place with the Federal Government over what was going to use for PPE their suggestion was that would drag the process out and the highly suggested that the funds could be used however they wanted. Brian Jessen stated this was the direction the Clerk Treasurer took. Brian Jessen stated they are working on providing clarification for the public to see where all of the money went. Brian Jessen added he was not happy with the way it was handled but understands the push to get it done. Allan Bolante stated he was very happy that the Town and staff were able to recoup the funds.

OLD BUSINESS COMMISSION

There was nothing to report.

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-5-

NEW BUSINESS **CHIEF OF POLICE**

Chief Grimes discussed the Lidar Grant. Chief stated this is through the department's continued participation in a federally funded traffic enforcement activity administered by the Indiana Criminal Justice Institute (ICJI). In December, the department obtained two Lidar pieces of equipment. This equipment will help officers spot speeding drivers through several lanes of traffic or obstructions. Chief Grimes said that both units are valued at over \$10,000. ICJI will be hosting a free training class for personnel in 2021.

Chief Grimes announced the Town will be launching a new website and the police department will be part of this too. The new website will go live in February. Chief Grimes said the website domain would not change just the provider, Civic Plus. Paul Whalen asked if the police-reporting module that included police runs would be on the new website. Chief Grimes stated they hope to add this feature, the police blotter, in the future. This became an issue when the communications center and all of the agencies in Hendricks County went to the new Records Management System (RMS). Chief Grimes said that Civic Plus has informed us they may have an agreement with the vendors that utilize our RMS.

Chief discussed a current scamming issue in our community. Chief said that officers of the Brownsburg Police Department have been receiving reports from residence and calls for service in regards to unordered packages. The packages have been containing white and blue powder substance. Chief Grimes said that these packages are part of an identity scam. Other agencies as well as federal departments. So far, the substance has not been harmful. Chief asked the public to use caution if they encounter a suspicious package and contact law enforcement to make a report.

Chief Grimes explained the new purchase order requisition process. Chief stated that the department has the luxury of having internal staff that have a skill set in order to provide a certain level of service to our department and the community. Kim Shupert and Lt. John Depinet have a level of skill set so that we do not have to use outside vendors to create internal processes. This new internal method of submission and approval through our agency was all conducted in-house and started over six months ago. This paperless process is all stored electronically.

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-6-

Chief Grimes stated during 2020 numerous training opportunities were cancelled or postponed due to COVID. The number of attendees was restricted. The department was also restricted on traveling to other areas of the state or out of state to attend training unless it was mandated. Chief said that in 2020 several training was obtained online. Chief Grimes said that even though our department was impacted by the limited in-person training they were still able as an agency to have 6,059 hours of training for 2020. Chief said this equates to approximately 118.8 hours of training per officer on average. The State of Indiana requires law enforcement officers to have 24 hours of training per year to maintain the annual certification. We have now entered a 12-month trial period with Police One Virtual Training; this is available to our officers and staff 24/7. Chief Grimes said this is a minimal cost to the agency. This gives the department more opportunities to provide costs savings to the agency. Training can be conducted while on shift and still cover activities and runs from dispatch. Chief Grimes stated this supplements additional training that will still be in-person.

NEW BUSINESS COMMISSION

Allan Bolante announced the Reserve Officer conditional offers to candidates Michael Allen, Aaron Smith, Tyler Diercks, Jazmin Perez, Steve Kisner and Jeffery McCleerey. Allan Bolante read the conditional offer letter stating the requirements they would need to meet to complete the process. The candidates signed their letter of agreement. Allan Bolante asked for a motion to approve the conditional offers for Reserve Officer made to the six candidates. Ray Kotarski made a motion to approve the conditional offers. Brian Jessen seconded the motion. Motion carried 5-0.

The police commissioners presented the 2020 Employee of the Year awards. Paul Whalen presented the Reserve Officer of the Year, Sgt. Kim Kiritschenko. Tim Cooper presented the 2020 Civilian Employee of the Year, Debbie Umbanhowar. Brian Jessen presented the Operation Division Officer of the Year, Officer Nick Pugliese. Allan Bolante presented the Support Services Employee of the Year, Cpl. Tony West. Ray Kotarski presented 2020 Top Gun Award to Sgt. Joe Fults.

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-7-

Brian Jessen stated that in 2016 was his first year on the Town Council. Brian Jessen stated he worked with Councilman Shawn Benham on cleaning up the boards and commissions powers and responsibilities, rules and responsibilities specifically in regards to the Police Commission. Ordinance 2016-28 was approved on October 13th of 2016. The ordinance lists the powers and duties of each police commissioner. Brian Jessen read the Ordinance. Brian Jessen the addressed the police commission agenda. Brian Jessen asked the under section 04.01 the Expense Report be moved to Old Business Police Chief so that he can update the commissioners on the expenditures of the department. Brian Jessen expressed that he did not feel this is an item to be voted upon. Kellie Cummins was asked to make the adjustment to reflect on next month's agenda.

DIVISION REPORTS & MONTHLY STATS

There were no comments.

MISCELLANEOUS CORRESPONDENCE

Tim Cooper read a thank you email from a citizen. Paul Whalen read a thank you card from a citizen. Allan Bolante read a thank you email from Sheriff Plasse from Vigo County regarding the agency's assistance in locating a homicide suspect on Christmas day. The suspect later surrendered himself in Johnson County.

ATTORNEY

Jayson Marksberry welcomed the two new commissioners and thanked former commissioner Terry Smith for his service. Jayson Marksberry thanked the commissioners for reappointing him for 2021. Jayson stated this would be his 11th year as the department's attorney.

FLOOR

There were no comments.

-8-

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ADJOURNMENT

Allan Bolante requested a motion to adjourn the meeting. Brian Jessen made a motion to adjourn the meeting. Ray Kotarski seconded the motion. Meeting adjourned at 7:05PM.

THESE MINUTES SO APPROVED THIS 9TH DAY OF FEBRUARY 2021.

Allan Bolante, President

Ray Kotarski, Vice President

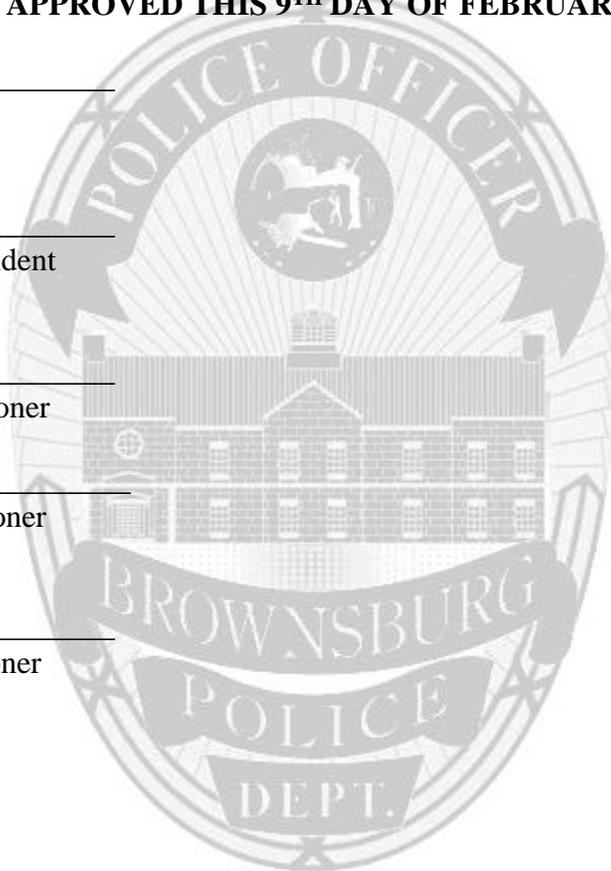
Paul Whalen, Commissioner

Brian Jessen, Commissioner

Tim Cooper, Commissioner

ATTESTED:

Kellie Cummins, Secretary



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