

**LOWELL METROPOLITAN POLICE COMMISSION  
FEBRUARY 14, 2013**

The Lowell Metropolitan Police Commission met in regular session on Thursday, February 14, 2013 at the Lowell Town Hall.

The meeting was called to order at 7:23 p.m.

**I. ROLL CALL**

Commissioner Keith Kilmer, present  
Commissioner Sharon Patterson, present  
Commissioner John Piper, present  
Commissioner Allan Fox, present  
Commissioner Martin Freeman, present  
Asst. Chief Scott Tokach, present

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag was recited.

**III. APPROVAL OF MINUTES January 21, 2013 REGULAR MEETING AND WORK SESSION.**

Commissioner Patterson made a motion to approve the minutes from the January 21<sup>st</sup> meeting, seconded by Commissioner Piper. 5 ayes, motion passed.

**IV. APPROVAL OF CLAIMS / EXPENDITURES**

Commissioner Freeman made a motion to approve the Claims and Expenditures and to send them on to the Town Council for payment. Commissioner Fox seconded the motion, 5 ayes. Motion passed.

**V. CHIEF'S REPORT AND REPORTS OF THE COMMITTEES OR MEMBERS**

Asst. Chief Tokach stated that the equipment necessary for consolidation has been ordered from Tri-Electronics and that most of it is in. He also stated that there is a delay due to the Lowell Town Council and the Lake County Council. The Lowell Town Council did not have all of their members present and they want to wait until everyone is present before they move forward. Also, some of the council members have questions. The Lake County Council had questions about the money being in place for the dispatching positions to open up. Tokach stated that these two councils must be in agreement for the consolidation to move forward. It will then take a few days for the equipment to be installed and a few more days of testing it. It will possibly be a little after March 1<sup>st</sup> before consolidation can begin.

A Commissioner asked about the dispatcher's time slots being filled with the retirement of one of the dispatchers. Asst. Chief Tokach stated that the part-timers are stepping in to help fill the vacancy.

A Commissioner asked about the equipment being used for consolidation. Asst. Chief Tokach stated that the equipment will be paid for by Lake County and is also for our EMS and Fire.

Asst. Chief stated that the Community Policing schedule is out. The Sessions will be held at the Lowell Library. They are as follows; 1. Bullying Awareness for Parents, Officer Knight, April 15th. 2. Online Fraud and Awareness Against the Elderly, Officer Chase, May 14th. 3. Drug Awareness for Parents and Students, Officer Crawford, June 3. 4. Women's Self Defense, Officer Burkus, (date and location TBA). 5. National Night Out, Officer Schuyler, August 6. 6. Weapon Safety, Officer Dan Lee, September 16. 7. Halloween Safety, Officer Dave Lee, October 28.

A Commissioner asked if these dates will be given to the media and Asst. Chief stated yes.

Asst. Chief Tokach received a Thank You letter from Amy Miller for his assistance during her recent physical fall during freezing temperatures.

Dispatcher, Vickie Werblo will be retiring and her last day will be Saturday, February 23, 2013. It was agreed that a plaque will be ordered for Vickie.

A plaque for Mary Fiske, who was absent, was read.

Commissioner Marty Freeman stated his appreciation for the Officers on reaching out to the community through their Community Policing Programs.

## VI. INTRODUCTION AND ADOPTION OF RESOLUTIONS

### VII. OLD BUSINESS

#### A. APPROVE STANDARD OPERATING PROCEDURES

Commissioner Fox made a motion to pass the operating procedures and Commissioner Freeman seconded it. Commissioner Kilmer made a motion to pass the procedures with the change that the midnight shift line on page 163-7-11 is removed. Passed with 4 ayes, 1 abstain. Commissioner Piper abstained.

VIII. NEW BUSINESS

There was no new business.

IX. PETITIONS, REMONSTRANCES, AND COMMUNICATIONS

Angie Fletcher from the media asked for the correct spelling to Dispatcher Vickie Werblo's name and also for the Commission to clarify that the dispatcher's shifts are being covered until the Consolidation date. Commissioner Kilmer stated that the dispatcher shifts are covered.

X. ANNOUNCEMENTS

There were no announcements.

XI. ADJOURNMENT

A motion was made by Commissioner Piper to adjourn the meeting and seconded by Commissioner Fox. 5 ayes, motion carried.

The Meeting adjourned at 7:43 p.m.

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Keith Kilmer, President

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Martin Freeman, Secretary

