

LOWELL METROPOLITAN POLICE COMMISSION
June 12, 2014

The Lowell Metropolitan Police Commission met in regular session on June 12, 2014 at the Lowell Town Hall.

The meeting was called to order at 7:00 p.m.

I. Roll Call

Commissioner Keith Kilmer, present
Commissioner Sharon Patterson, present
Commissioner John Piper, present
Commissioner Ray Borchert, absent
Commissioner Michael Mears, absent
Chief Erik Matson, present
Attorney Bennett, present

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited followed by a brief moment of silence.

III. APPROVAL OF MINUTES

Commissioner Piper made a motion to approve the minutes from the May 8, 2014 Regular session, seconded by Commissioner Patterson. 3 ayes, motion passed.

IV. APPROVAL OF CLAIMS/EXPENDITURES

Commissioner Patterson made a motion to approve the Claims/Expenditures, seconded by Commissioner Piper. 3 ayes, motion passed.

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

Chief Matson thanked the Cedar Creek Health Campus for hosting a barbecue for all first responders at the Police Department on May 23rd.

Chief Matson stated that the last day of school was a success and no serious incidents were reported.

Chief Matson advised the Commission that Attorney Bennett and himself had completed the letter for the request of additional Officers. A copy was placed in each Commissioner's packet for review and the letter will require a signature from each Commissioner. The letter will then be given to Clerk Treasurer Walters and distributed to the Town Council.

Chief Matson brought to the attention of the Commission the need for hiring department clerks after dispatch has been moved to Lake County. He stated that Dispatchers do a lot of clerical duties and that gap will need to be filled when they are gone, either in a full time or part time capacity. He requested that the Commission consider this request and after the budget for the year has been balanced, it can be discussed in the next few months.

Chief Matson requested that an Officer be sent to a School Resource Office training July 7-11 in Fishers, Indiana. He stated that he has been working with Mr. Kleefish over the last year on getting an Officer in the schools and that Tri Creek Schools now have the grant money for a part time Officer. Chief stated that he needs an Officer to be certified to fill this role. Tri Creek Schools will be getting together an MOU that the Chief will deliver to the Commission once it is complete. When everyone has agreed to it, it will need to be signed off on by Tri Creek Schools, The Lowell Town Council, and The Police Commission. Chief Matson stated that this school will take care of two certifications, the School Resource Officer certification and the School Safety Specialist certification.

Chief Matson advised the Commission that Reserve Officer Segovia will be resigning his position to seek out other endeavors.

VI. INTRODUCTION AND ADOPTION OF RESOLUTIONS

There were none.

VII. OLD BUSINESS

Commissioner Patterson made a motion to approve signing and sending the letter for request of additional manpower for the Lowell Police Department to the Town Council, seconded by Commissioner Piper. 3 ayes, motion passed.

President Kilmer asked if the Chief had been in contact with anyone from the Town Council and if they are aware of the letter. The Chief replied “no”, however, the Town Council is aware of the issue and has also been told that the Police Department needs additional Officers by the auditor. The Chief stated that the letter is not written as a demand, but a recommendation.

Commissioner Piper made a motion to approve sending an Officer to the Resource Officer School pending the availability of funds, seconded by Commissioner Patterson. 3 ayes, motion passed. Chief Matson stated that Mr. Kleefish does not have funds available to contribute to the class right now, but that Tri Creek School Systems will be able to reimburse the Town when their funds are available. Commissioner Patterson asked if there was a cut off for registering for the class. The Chief stated that usually these classes take participants right up to the end and that he wanted to make sure he reserved the hotel room in advance.

VIII. NEW BUSINESS

Commissioner Patterson made a motion to accept the resignation of Reserve Officer Segovia, seconded by Commissioner Piper. 3 ayes, motion passed.

Commissioner Piper asked how much coverage will be needed for the department clerks. Chief Matson stated that having a clerk 24/7 would be ideal, but realistically the money is not there. He further stated that when a subject is arrested, there will not be anyone on station to watch them, so they will need to be transported to County immediately. He also advised that Officers will have to be called off the street to take care of some of these clerical duties if there is no clerks available, which is another reason the Police Department needs more man power. Commissioner Piper asked that since Dispatchers will be gone if those funds can go to pay clerks. Chief Matson replied that the funds for

Dispatchers will now go to the Consolidation. Attorney Bennett stated that it will be a few years before the town starts to see those dollars again. Chief Matson stated that a full time clerical position would be ideal, but that the Town might only be able to hire a part time clerk. Commissioner Patterson stated that the Reserve Officers also cannot be used for a clerk position. Chief Matson agreed and said that the Reserve Officers work full time jobs and they are using them on the streets whenever possible. Chief Matson stated that he will have a better idea if he can hire for a full time or part time position after the budget is reviewed in August or September. President Kilmer asked about the phone line idea that was discussed last year. Chief Matson stated that the phone line will be used if a person were to come on station and need a police report, but will not work for clerical duties such as dog tags.

IX. PETITIONS, REMONSTRANCES, AND COMMUNICATIONS

There were none.

X. ANNOUNCEMENTS

The Commission will meet in regular session on July 10th beginning at 5:30 p.m. at the Lowell Town Hall.

XI. ADJOURNMENT

Commissioner Piper made a motion to adjourn the meeting, seconded by Commissioner Patterson. 3 ayes, motion passed.

The meeting was adjourned at 7:27 p.m.

Keith Kilmer, President

John Piper, Secretary