

MINUTES OF POLICE COMMISSION
ORGANIZATIONAL MEETING
MARCH 19, 2013 - 9:00 a.m.

ATTENDEES: Council President Lloyd Martin; Council Members Doug Cymek and Dennis Dare; City Manager David Recor; Acting Chief of Police Michael Colbert

Discussion of what day/time of week is best for Police Commission meetings to be held so as to allow minutes to be drafted and approved and included in Thursday's packet to all Council members.

Important that minutes be accurate for Council members to take action.

- Police Commission meetings will be held at the Public Safety Building, 3rd Floor Conference Room beginning at 9:00 a.m. on the 2nd Monday of each month with a Closed Session following. Meetings are tentatively scheduled for the following dates, but subject to change due to scheduling conflicts.
 - April 8, 2013
 - May 13, 2013
 - June 10, 2013
 - July 8, 2013
 - August 12, 2013
 - September 9, 2013
 - October 14, 2013
 - November 11, 2013
 - December 9, 2013
- Agenda for the Commission meetings will be drafted by Chairperson and Police Chief and available to the Council on or about the 1st Monday of each month.
- Motion was made by Council Member Dennis Dare and Seconded by Council President Lloyd Martin to appoint Councilman Doug Cymek as Chairperson of the Police Commission.
- Police Commission Members are:
 - Mayor Richard Meehan
 - Council President Lloyd Martin

- Council Member Doug Cymek (Chairperson)
- Council Member Dennis Dare
- City Manager David Recor
- Police Chief
- City Solicitor (As needed)
- Minutes are to be drafted as quickly as possible
 - City Hall will provide template for Agenda and Minutes
 - Draft minutes are to be sent for review and approval to Commission Chairperson
 - Commission Chairperson will send draft minutes to Commission members for review and comments.
 - After approval by Chairperson, the minutes will be posted on town website
 - Simultaneously the minutes will be emailed to all Council members
 - Minutes added to Police Commission Agenda for final approval
 - Hard copy of minutes to be included in the Agenda Packet to all Council members on the 2nd Thursday of the Month – should be received by Diana Chavis at City Manager’s Office by Wednesday at noon.
- Verbal Report by Chairman provided at the 2nd Monday Regular Session of Council.
- Any action items can be assigned to 1st Monday Regular Session Council meeting.
- City Manager will distribute Rules of Procedures for Commission/Committee meeting agendas and minutes.
- Suggestion made that Taxi Hearings will not be part of regular Police Commission meetings.
- Commission wants Patrol and CID Captains to be invited to attend meetings to provide regular updates to Commission members.