

APPROVED

POLICE COMMISSION MEETING

Minutes of the Meeting of Tuesday September 7, 2010

The Hooksett Police Commission held a public meeting on Tuesday September 7, 2010, at the Safety Center. Present were Chairperson Joanne McHugh, Commissioner Henry Roy, Chief Stephen Agrafiotis and Town Councilor Gorton.

Commissioner Clark Karolian was absent during part of this meeting.

1. Call to Order:

Chairperson McHugh called the meeting to order at 5:46 p.m.

2. Proof of Posting:

3. Pledge of Allegiance:

Public Session

4. Local Government Center Workshop:

A. Chairperson McHugh introduced Attorney Paul Sanderson from the Local Government Center, he was asked to come in and review rules and regulations in regards to meetings and other questions the commission had.

Attorney Sanderson gave a presentation on how to conduct meetings. He wanted to discuss the Right to Know Law, public meetings and some of the techniques that moderators and others try to use to gain control over meetings.

He discussed the public meeting portion of the Right to Know Law which states they can't do any business unless they perform in public meetings, and meet in a public session where the public comes and observes. The public is there to observe they are not participants unless the board invites them to participate. Public meetings are not the same as public hearing, and observations are not the same as participation. There are many ways the public can participate they can write letters, they can request governmental records under the Right To Know Law, if they decide to have a public comment period in the meetings they can hear from the public then.

The key points are to have rules or procedures in advance. The worst mistake that could be made is to have rules and procedure like Roberts Rules. They need a few simple rules in advance, one

is public decorum it is fine to have public comment and opinions, but they can not be personal opinions. Once you have the rules on decorum you can limit the time. People want efficiency they want to know the boards are getting their work completed.

Chairperson McHugh asked about people being put on the agenda and establishing the criteria for this.

Attorney Sanderson stated he assumed the agenda is prepared between the chairperson, Chief and executive assistant.

Chairperson McHugh stated part of the agenda is set when going through the meeting if there are things that need to come back, she would state that needs to be included on the agenda next time.

Attorney Sanderson stated the agendas are being prepared within the proper time frame under the Right to Know Law. If an item arises and requires an action right away there is nothing in the Right to Know Law stating you have to have an agenda with everything on it in advance, under the Right to Know Law you only have to notify the public there is a meeting you don't have to have an agenda.

Chairperson McHugh stated it is more the issue of someone from the public wanting to be put on the agenda that has been a source of concern for some members of the commission, and what constitutes the criteria to allow them to be put on the agenda or not. She asked Commissioner Roy about this as it was one of his concerns.

Commissioner Roy stated he thought it was the prerogative of the chair.

Attorney Sanderson stated there is no strict legal answer there is no statute that give you any guidance to this. The commission can make some of these decisions for themselves. They should not fall into the trap of deliberating by e-mail. If there is something the commissioners felt should not be considered in the meeting, they need to decide.

Commissioner Roy stated the subject should be disclosed they can't just request to be put on the agenda. Attorney Sanderson stated that is correct.

Chairperson McHugh stated to Commissioner Roy that Commissioner Karolian was not going to be at the meeting and wanted to participate in the meeting. She couldn't say he could not participate in the meeting unless they had a quorum and they were agreeable. According to LGC and Attorney Sanderson, they needed to get the ok and they could do a conference call.

Commissioner Roy stated that was fine.

Chairperson McHugh directed a call be placed to Commissioner Karolian. He was contacted at 6:04 pm.

Chairperson McHugh updated Commissioner Karolian about how to conduct a meeting and she stated she knew there were questions as to how to put items on the agenda. She stated she would have Attorney Sanderson speak on these issues again.

Attorney Sanderson stated the question was how people should deal with issues that come up and members of the public who wanted to have items placed on the agenda. There was no legal answer in the statute about that. It is something the commission would have to work out together for their own rules and procedure. If it is something that can go through the chairperson the issue

could come forward and be acknowledged and they have the opportunity to have some information ahead of time and the commission could make a reasoned response to the issue.

Commissioner Karolian stated if the commission decides they do not want to put something on the agenda they are not obligated to do that. Attorney Sanderson stated yes.

Attorney Sanderson stated he made a comment to make the distinction between a public meeting and a public hearing, under the Right to Know Law most of the time your in the middle of a public meeting where the public has a chance to come and observe everything they do, but doesn't have an absolute right to participate. You are able to get your own work done; you do not have to have public input on every issue.

Commissioner Karolian asked if he could address public input, do they have a right to have a public input. Attorney Sanderson stated public input is when the public is here to give the commission information which they believe would help them make better decisions. The public has a right to give public input they don't necessarily have a right to do it orally during the meetings, they can give it to them in writing, or by speaking to them on the street. They don't have a right to come forward and speak on every particular issue in the middle of the meeting. The commission has the ability to control how the meeting will be conducted.

Chairperson McHugh stated with regards to the meeting if there is someone from the public that raises their hand and wants to come into the conversation, they are not let into the conversation unless all the members of the commission are agreeable to this.

She asked Attorney Sanderson if he could explain items that are not on the agenda and that need to be dealt with. Attorney Sanderson stated there was a question asked about the agenda and how they are formed. He learned the chairperson works with the Chief and the executive assistant and puts items on the agenda. The Right to Know Law doesn't require that all the items that maybe considered at the meeting be placed in advance on an agenda.

Chairperson McHugh stated another question that comes up is action items that require expenditure. Attorney Sanderson stated there is not limitation within the Right to Know Law on this. It is up to the commission to decide how they want to handle that. She stated her concern is when they don't have prior knowledge or information to review they go to the meeting and read the material and address questions. Attorney Sanderson stated if they wished to have supporting information on expenditures to look at ahead of time to review they can choose to do this.

Attorney Sanderson stated if officials have any other questions LGC has publications that are helpful, Knowing the Territory, Budgeting handbooks, they are on line course available for the Right to Know Law.

Chairperson McHugh asked if there are any workshops coming up. He stated there is a budgeting workshop later this month in Bedford, the annual conference in November 3 days of training to local officials, budgeting, Right to Know information, Court updates, legislative updates, ect., in Manchester, there are municipal law lectures that are held throughout the year. Also review publications on there website nhlgc.org. They only speak to local officials and not to citizens.

B. Date for the Next Police Commission Meeting

Chairperson McHugh stated she would not be able to attend the meeting for the 21st, and there was concern because the meeting went on for so long it started at 5:30 pm and got out at 11:00 pm. She was suggesting they hold a meeting at the beginning of the month and then have one at

the end of the month. The one at the end of the month could deal with the financial aspect of the agenda, and see if the commission is agreeable to hold the meetings like this.

Commissioner Karolian made a motion to move the next commission meeting to September 28, 2010, seconded by Chairperson McHugh. Commissioner Roy, I, Commissioner Karolian, Chairperson McHugh I. Motion carried unanimously.

Chairperson McHugh asked if Commissioner Karolian wanted to make a separate motion in regards to splitting the meeting so the second monthly meeting would deal with finances. He stated he was looking to reschedule this monthly meeting only.

C. Commissioner Karolian wanted to make a motion to schedule the Defina grievance hearing to be heard by the commission on September 27, 2010 from 6:00 pm to 9:00 pm and September 28, 2010 from 7:00 pm to 10:00 pm with the regular commission monthly meeting to be held on September 28, 2010 from 5:30 pm to 7:00 pm.

Commissioner Roy asked if these dates are all agreeable with Attorney Cahill, Tom Noonan and Attorney Bailey.

Commissioner Karolian stated it was up to the commission to set the dates and time, the grievant and all the other attorneys involved with have to appear at that time.

Chairperson McHugh asked Commissioner Karolian if he wanted the commission to contact the attorneys and tell them that is the dates they have chosen.

Commissioner Karolian stated that is the way it should be handled, pick the dates and have the executive assistant send letters to the grievant and all parties involved.

Chairperson McHugh asked for the motion again.

Commissioner Karolian wanted to make a motion to schedule the Defina grievance hearing to be heard by the commission on September 27, 2010 from 6:00 pm to 9:00 pm and September 28, 2010 from 7:00 pm to 10:00 pm with the regular commission monthly meeting to be held on September 28, 2010 from 5:30 pm to 7:00 pm. Seconded by Commissioner Roy. Commissioner Roy, I, Commissioner Karolian I, Chairperson McHugh I. Motion carried unanimously.

D. Chief Agrafiotis stated he had two items that came up today one being the Capital Improvement Budget CIP packet for the budget this year, the town is requesting that the department CIP requests be returned by September 20, 2010. In the past the chair or representative to the budget committee has looked over the past years CIP proposals and they have stayed the same and presented that. He needs to know how the commission would like to handle this.

Chairperson McHugh stated as far as the commission is concerned she has not hear anything far as to what they want to include and if they want to stay with the proposal they had last year the radio piece of it. She asked the Chief if he had anything other than that. He stated no.

She stated last year the CIP committee was agreeable to what the commission presented but when it went forward it failed.

Commissioner Karolian stated the CIP had to be turned into the CIP committee by the 20th. Chief Agrafiotis stated that was what was requested, and he thought the commission could go a couple

more weeks without causing problems if the commission wanted him to copy what they had last year. They can review the information and discuss it on the 28th.

Commissioner Karolian asked why it is coming to the commission on this late date. Chief Agrafiotis stated the information came today through an e-mail from the finance department. Commissioner Roy stated to copy everything from last year as the Chief suggested and they would discuss it on the 28th.

Chairperson McHugh stated they just went through the issues with problems with the radio system that Captain Daigle was handling and didn't know if they wanted any feedback from him on the 28th.

Commissioner Karolian asked who was responsible for having to work on it in prior months; this isn't something that just happened the police department must have known about the deadline with the CIP funds. Chief Agrafiotis stated every year around this time they receive the notice from the town and if the department has any items they discuss it with the commission and the commission decides what items if any to present to CIP. There are no new items that have been done for approximately 30 years which is the communications program; they would bring the same one forward if the commission wanted to.

Chairperson McHugh asked the commission if they wanted to hear from a member of the CIP committee Marc Miville. He stated last year the commission presented their proposal for \$85,000 for a 3 year period the CIP reduced it to \$30,000 for 6 years and then the town council zeroed it out entirely.

Commissioner Karolian asked why they are getting this information now. The CIP committee must have given out information prior to this in regards to timelines. Mr. Miville stated the CIP has not gotten together yet. They just received their first e-mail to establish a meeting, next Monday the planning board would approve all the new CIP members for this year. The town council will be giving a budget update tomorrow as to standards and guidelines.

Chairperson McHugh asked the town councilor that were in attendance is this in anticipation the town council wants to start the process earlier this year and that is why this request is just being received. Councilor Groton stated he is not sure why the timeline was established it seems every year about this time the request comes out and for everyone to start thinking about their wish list. She stated they would not be penalized if it was received after the 28th. Councilor Groton stated he did not believe so.

E. Chief Agrafiotis addressed the commission reference the staff schedule and the e-mail he sent to the commission reference the concerns the staff had of not being able to implement the mandate that was voted on the 27th. The commission voted to direct the department to come up with a patrol schedule that staffed 3 officers per shift and 1 supervisor per shift 24 hours a day 7 days a week. The staff has been working on this and has concerns that they cannot accomplish this and the staff is here to answer any questions.

Commissioner Karolian asked how many shifts have been filled with voluntary overtime.

Lt. Cline stated he has had discussion with Commissioner Karolian on how to accomplish this. Splitting the shifts was more acceptable to do being 4 hours instead of 8 hours shifts. Commissioner Karolian asked how many split shifts have been forced. Lt. Cline stated 70 shifts have been forced. Commissioner Karolian asked if the rank and file has been made aware as to how this is voluntary to fill the shifts and then it would go to mandatory. Lt. Cline stated yes,

everything was explained to them and sign up sheets were posted. The detectives have stepped up and helped them out as much as they can in addition to their normal work shifts.

Captain Cecilio stated some of the accepted shifts that show as accepted now were taken by the detectives so some of the officers wouldn't be forced for more shifts than what they are already being forced into now. He asked if they would reconsider their directive to fill the 3rd car as they see a need for it, or they can sign up for it instead of being forced into it.

Commissioner Karolian stated he thought some of the shifts were not going to be filled and they were going to go unfilled. Captain Cecilio stated that did happen and that was not counting the forced shifts.

Commissioner Karolian asked if the month of September was covered for the 3 and 1. Lt. Cline stated no, there are not enough personnel to meet that mandate. He has 8 officers to cover that shift.

Commissioner Karolian asked why they only have 8 officers. Lt. Cline stated they only have 8 officers and 1 going to the academy.

Commissioner Karolian stated to the commissioners they could adjust it the way they see fit with the manpower they have, it would be up to the Chief and the staff to cover as much as they can when they think it should be covered. He asked if anyone has done a time study to see when the most active periods are.

Captain Cecilio stated they could show him a study on the 28th. He asked if it had been done prior to this. Captain Cecilio stated the computer system doesn't work that way it is a DOS based system. Captain Cecilio stated the busiest time for the west side car is the day shift.

Commissioner Karolian asked if there has been a study done in the past to see where the busiest times are and where to allocate the manpower accordingly. He is hearing they could have that done at the next commission meetings and he is also hearing him say the system doesn't allow it. Has it been done in the past prior to today.

Captain Cecilio stated no, they have always had the minimum amount of manpower.

Chairperson McHugh asked why they wouldn't update the computer system why doesn't that get put on the CIP.

Chief Agrafiotis stated he sent an e-mail to the commission asking the commission to get with them on the scheduling and to not to assume there is a problem with the system. Chairperson McHugh commented Captain Cecilio stated they are working with a DOS system this is making it more difficult for them.

Commissioner Karolian stated he wanted to know what the police department wanted or needed for radio equipment, computer programs, and anything else they want to put under CIP should come from the department head not the commission.

Chief Agrafiotis stated that is correct but past commissions decided years ago which systems to go with and the decision was to stay with the system they have.

Commissioner Karolian stated the Chief still needs to come forward and make requests. Chief Agrafiotis state he would not make a request for the system, he believes the commission needs to

find out how it works and then if they think it doesn't work they can tell them they're wrong, the people that use it day to day don't have an issue. He stated Captain Daigle could give an overview of the system.

Chairperson McHugh asked Captain Daigle what his opinion is on the system and asked when the CIP comes forward would he be talking about that.

Captain Daigle stated what he has asked people in the past is show them what the system can't do for them that is required in their job. He has not been shown anything. Some people do not know the extent of the capabilities because part of their jobs doesn't require them to do some of the things that the system is capable of. This is the first time he hears that someone can't pull up stats. They can be done based on the day of the week, the shifts A,B,C, shifts loads, what they are covering for cases, and the type of calls they are handling.

Commissioner Karolian thanked him for clarifying that he understood that those things could be done, apparently Captain Cecilio needs to be explained how the system works, it doesn't make sense this has not been done in the past. He thinks someone would take the initiative to decide to see which days are requiring more officers, which days are slow, that would tie directly in with the overtime.

Commissioner Karolian asked Captain Cecilio if he is corrected on this by Captain Daigle is this something that can be done. Captain Cecilio stated the data can be extracted and if he wants a report put together, but he doesn't have a report to give him from the past. Captain Cecilio stated they have not done an allocation of manpower in the past to rearrange the manpower based on the call volume; they haven't had the manpower.

Commissioner Karolian stated he believes everyone understands what he is talking about something needs to be done.

Chairperson McHugh stated if they don't have the ability to do this can they provide a report. Captain Cecilio stated he could have a report for September 28; he doesn't have anything ready now.

Chief Agrafiotis stated they don't need to do a study they can pull the information from the logs, if you don't have the bodies you can't do this.

Commissioner Karolian asked Captain Cecilio stated the computer system doesn't have the capability to do this, but Captain Daigle stated the system can do this. Who is right, who is wrong?

Captain Cecilio stated they could compile a report for him for September 28; there is no report right now. It is a DOS base system they have to pull out each piece, they should look at the system and see how they do this, and they could transfer it into windows program with charts and graphs. Commissioner Karolian stated he didn't need to see that, he thinks something like this should have been done by someone in administration someone would take the initiative to do this. He stated one person is stating it can be done and the other person is stating it can't be done. He asked if anyone had done this in the past and no one has taken the initiative to do this.

Chief Agrafiotis stated back in 2004 the citizens voted to have 29 sworn positions, back then when they had looked at the numbers that is where they came up with the 29, that would of given them 3 officers and 1 supervisor per shift, and a full detective unit as long as they had the overtime to go with it.

Commissioner Karolian asked if that was implemented. Chief Agrafiotis stated no, the years they had the money they could not find the staff to meet the State qualifications, and other years they had default budgets. Commissioner Karolian stated the bar is not that high when it comes to state qualifications it sounds great when the Chief states its State qualifications it makes it sound like it's something out of the ordinary. What is the ordinary is you don't have a convicted felon as a police officer, you don't have prior DWI's, and this is what is expected. You have to pass a written test. He stated the test used to be a 4 part test.

Chief Agrafiotis stated the State requirements are a little more extensive. Commissioner Karolian stated he wanted the Chief to tell him what they are. Chief Agrafiotis stated he did not have all that information in front of him to give it to him right know. They keep files on every candidate if they pass or fail they could show where they were at that stage of the process. Commissioner Karolian stated that this testing the scoring had changed it was a 4 part test and if someone got 100% on 3 parts of the test and a 69% on the 4th part of the test they would be disqualified, is that correct or incorrect. Chief Agrafiotis stated he would ask Captain Daigle this as he manages the testing on those dates. Commissioner Karolian asked who Captain Daigle answered to. Chief Agrafiotis stated he answers to him. He asked if someone would give him an answer.

Commissioner Karolian asked is it correct or incorrect if someone passes 3 of the 4 part and gets 100% and on the 4th part they get a 69% they are disqualified. It is a yes or a no.

Captain Daigle stated he can't answer the question the way he asked the question.

Commissioner Karolian asked Captain Daigle when he gives a written test is there 4 parts to a test. Captain Daigle stated correct. Commissioner Karolian stated the standards in the past prior to this last testing was it if someone passed 100% on 3 parts of the test and got a 69% on the 4th part of the test where they disqualified. Captain Daigle stated yes there are 4 sections to the test. Commissioner Karolian asked have they changed if they take the written test there are 4 parts to a written test if you get an overall 70 or above you're a candidate. Captain Daigle stated that is correct.

Chairperson McHugh stated at the last meeting she asked the Chief his plan or proposal how to deal with it, can they have that with the directive so they can go back and look at his again. Chief Agrafiotis stated he is working on this. Chief Agrafiotis stated he had discussed a plan with her. She stated she didn't see it in writing. He stated last week that he was working on it. She stated before the commission came forward with their directive the plan he had in place. He stated he sent an e-mail to the commission on August 23, 2010, and that was what they talked about on August 27, 2010 and he asked the commission to allow them to put this schedule into place, and the commission said no. She stated that was true but now they are looking at his plan and the directive and both Lt Cline, and Captain Cecilio are telling them it can't be done. Chief Agrafiotis said they could bring to them the schedule that had already been made and implemented. She stated they needed to look at this and see what the benefit of that plan is and how that addresses some of those concerns and needs. Chief Agrafiotis said they already have the schedule done and can bring it with them to the next meeting and they can look at the schedule he was referencing in the August 23, 2010 e-mail.

Chairperson McHugh asked Commissioner Karolian if he heard the discussion. She stated they got 2 pieces to this one was the directive they asked about going back and reorganizing the budget and the second was based on the e-mail he had sent to the commissioners about what his proposal was and they need to have it spelled out on how he was addressing some of the concerns, and maybe they can have a more informed decision if they receive the history that Captain Cecilio said he could provide. She asked if that was agreeable to him. Commissioner

Karolian stated no it was not, he doesn't need to see or the other commissioners the study that should have been done in the past and now is going to come forward it will get put back into the lap of the commissioners as to what is it they want them to do. He stated the administration and the staff is suppose to be able to handle day to day operations and they were forced into having to implement that directive because there was one on one being put out there and that was unacceptable. He stated what happened with the past commissions what they have decided he doesn't want to hear all the time they will get back to the commission and they can decide what they want them to do. If that is the case this would be a full time job and it is not.

Lt. Cline stated Commissioner Karolian and himself have sat down and looked at the mandate proposed by the commission. The intent of the mandate is to give additional coverage, serve the community better, and officer safety, but making it a mandatory requirement now they are putting the officers at risk they are working above and beyond the hours they normally would be working, some officers are working 4, 12 hour shifts in a row. His concern is if the morale was low before they are implementing a program that is suppose to help the officers into understanding that it is for officer safety and to benefit the community. He thinks they are harming the morale instead of helping it.

Commissioner Karolian stated he was talking about officers working 4, 12 hour shifts he makes it sounds like they are being forced to do this. That is not reality it is someone who is volunteering to work 4, 12 hour shifts. Lt. Cline stated no that is reality, in order to meet the mandate he has to force officers to work if no one volunteers. One officer is working all 4 of his day's 12 hour shifts not by his own choosing. Commissioner Karolian asked if everyone was participating in the forced 4 hour shifts, or is it strictly the person with the least seniority. Lt. Cline stated everyone is participating it is being rotated through and he did it fairly. He documented it with the roster he had to show that everyone was equally working the extra hours as directed. With the staffing levels he can't meet the mandate.

Commissioner Karolian asked if he had suggestions on what days or night it should be implemented a 3 and 1 versus a 2 and 1. Lt. Cline stated he does and has a memo he has not submitted it pending the discussion tonight with the commission. Commissioner Karolian asked if they follow the recommendation from him in the memo is he confident that is the best coverage they can get based upon knowing when the busiest times are. He wants to be confident if the commission decides to scale back on the 3 and 1 because it is impossible to do, he asked Lt. Cline if he is confident they could have times where there are 3 and 1 at the appropriate times. Lt. Cline stated he thinks they could if they scaled back the number of days. He has his opinion of where the officers should go but that is something he needs to discuss with the Chief. Commissioner Karolian stated they could come up with a compromise they would say on this day and shift 3 people is not warranted but 2 are without compromising the safety of the officers and the safety of the citizens. Lt. Cline stated yes. Commissioner Karolian stated the citizens want some reassurance and the employees want reassurance the correct things are being done. Lt. Cline stated he thinks there can be a compromise between what the mandate is and what they can actually do. They can make it work on a voluntary level rather than forcing people to working their days off and 12 hour days. It can be done as long as they are not mandating, they are spending money where they don't need to be, and given the recent budgetary restraints they need to be more cautious on assigning 3 and 1 when the need may not be there.

Chairperson McHugh stated from what Lt. Cline said he needs to check with Captain Cecilio and firm this up before it's approved and brought forward again. Chief Agrafiotis stated that is correct and he stated they have done a full circle to the August 23, 2010 e-mail that he sent the commission. Chairperson McHugh stated it might be amended slightly. Chief Agrafiotis stated what Lt. Cline said, is what was in the e-mail. Chairperson McHugh stated her concern that

evening and these are the questions and comments she receives from the people on the west side. What about the west side when do they get coverage. Chief Agrafiotis stated when they went through the budget process they asked for a certain level of officers and that is not what the citizens voted for. They are all working with the budget they were given. Chairperson McHugh stated they are working with the budget they were given, but they have to show they are trying to make the effort to make sure those concerns are alleviated to a certain degree by trying to find a way of addressing it. She asked if any of the crimes have been solved on the west side. Chief Agrafiotis stated they are being investigated. She stated if some of that was solved it might lessen the amount that is happening over there.

Commissioner Karolian stated he understood they had 68 applicants and 28 showed up for the testing. Captain Daigle stated 30 showed up for the testing, between the written and the physical agility they were down to 14, 25 passed the written test and they lost the rest on the physical agility they are down to 14 applicants.

Commissioner Karolian asked if any backgrounds have been done. Captain Daigle stated the next step is oral board interviews which are scheduled for September 16 and 17.

Commissioner Roy asked if the 14 applicants include the 6 that are certified. Captain Daigle stated no, they have 6 certified people that would be interviewed the week after they do the interviews for the non-certified. Commissioner Karolian asked if they were certified in New Hampshire. Captain Daigle stated 1 in New Hampshire and the rest are from out of state. Commissioner Karolian asked how do they fast track the certified one from New Hampshire as well and the ones from out of state can they be put as a priority process. Captain Daigle stated he chose the date for the certified ones as most of them are from out of state and he was trying to work with them to give them the proper amount of time to maximize the amount of people that come up for the testing. He has been told by all of them they have a strong desire to come up here for the oral boards and he was trying to give them the time to free themselves on their end and to arrange flights to come up here. Commissioner Karolian asked if he thought it should be a priority of the department to concentrate on getting the certified ones and try to expedite to get them processed over a non-certified person. Captain Daigle stated yes, he would of done this once they had done the oral boards, he stated to give the certified people the opportunity to be able to clear their schedule and reserve flights to come up here that is why he chose that day. He was not going to interview the uncertified people and start choosing candidates before they had interviewed the following week the certified candidates. Once they pass the oral board's backgrounds will be done and they would also ensure they have the capability to pass the physical agility. Commissioner Karolian asked if the oral boards were going to be conducted by Hooksett personnel. Captain Daigle stated it would be a combination inside and outside. Commissioner Karolian asked if they can get the state certified person moved up in the oral boards and they can process that person quicker. Captain Daigle stated he may be able to move that person up with the non-certified so they can get him through before the certified group comes so they can take a look at him. Commissioner Karolian stated he can handle the process as he see fit but once that person passes they can expedite making them offers.

Chief Agrafiotis asked Chairperson McHugh if the commission was going to make a motion to modify their decision from the 27th, Lt. Cline gave the commission some perimeters of what the schedule they were going to do but it does not match the perimeters given on the 27th. They still have a standing order from the 27th.

Commissioner Karolian made a motion the commission amend the directive to go with what Lt. Cline and himself was discussing about the scheduling. Having this new information knowing they do not have the bodies and they can't mandate something that is impossible to do.

Chairperson McHugh asked Executive Assistant Swafford to read the motion. She stated Commissioner Karolian was making a motion from the 27th reference to scheduling per discussion with Lt. Cline and they were going to proceed with changes to amend the directive of scheduling and leave it up to the police department. Chairperson McHugh stated or return to the previous schedule which was the 2 to 1. Commissioner Karolian stated he has not seen Lt. Cline's memo as to what he is proposing but he would say the motion would be to follow his recommendation once it's approved by his chain of command. They need to rescind the 3 and 1 and have it amended to scheduling as he sees fit to have some days 3 and 1 other days 2 and 1, what times, shifts and days of the week have the 3 and 1 and if it requires overtime.

Chairperson McHugh asked Executive Assistant Swafford to read the motion again. She stated a motion was made by Commissioner Karolian to follow Lt. Cline's recommendation they need to rescind the 3 and 1 and amend to scheduling the 3 and 1 and other days to 2 and 1 and decide what is best and if required overtime is approved. Seconded by Commissioner Roy.

Chairperson McHugh stated the motion as it stands is to rescind the original motion made on the 27th that called for the 3 and 1 to Lt. Cline's 2 and 1 suggestion and if needed with approved overtime.

Commissioner Karolian asked Lt. Cline there would be days there would be 3 and 1 and days they could not. Lt. Cline stated yes. Lt. Cline stated the 2 and 1 is not his recommendation that is what has been the standard since he has been here. Captain Cecilio stated that is what they have been able to man, when they had the full compliment they had the west side car. Chairperson McHugh asked back then they still only had the 2 and 1. Captain Cecilio stated they have had the 2 and 1 since the 80's. Lt. Cline stated the 2 and 1 even when they had more staffing he was able to put a 3rd car on the evening shifts that was not on all 3 shifts.

Chairperson McHugh asked if it was going to be a problem as she heard it said more than once is part of the issue is during the day on the west side because there is a lot of things going on during the day. She asked if they are going to be able to do that. Lt. Cline stated that would be the discussion he would have with the Captain. Chairperson McHugh wanted them to bring it back so they could see it not just go out and do it and they don't hear anything more. Captain Cecilio stated he understands but they are asking to make some modification to this now, so it doesn't impact everyone and on the 28th they would show them exactly what they are doing. She wanted them to keep in mind the concern that was brought up and what happens on the west side during the day and keep in mind the concern and the reoccurring comment that is brought here to the commission about the coverage on the west side.

Lt. Cline stated the north west car spends a majority of their time on the west side, they don't spend a lot of time on the north side, there is less there for them to be engaged in. The west side has all the shopping centers and other day time communities that need to be addressed. He would make sure that this would be covered appropriately.

Commissioner Karolian asked Lt. Cline said the majority of the time the north west car is on west side. Lt. Cline stated yes. Commissioner Karolian stated wouldn't it make sense to put the north west car on the west side and whoever is on the east side would be covered by supervisors and patrol officers that are on the east side. He asked the Chief's input on this issue.

Chief Agrafiotis stated they do this the detectives and command staff do certain levels of patrol and responding to calls. He stated that is already in the works and has been since the new budget went into effect to address what he was talking about. Commissioner Karolian stated why don't

they put the north west car on the west side as he is spending a majority of his time there. Chief Agrafiotis stated that is what is happening and that car is also taking the small number of calls that are occurring in the north end, if the north west car is tied up on the west side, the south car, supervisor or the staff back fill to the calls on the north end, and if the south end car is in the north end the supervisor and staff back fill to the south end. Commissioner Karolian stated if they add the north west car to the west side if they had a 2 and 1 on that shift one would be on the west side and other one would be on the east side and they would have a supervisor that could cover both side. Chief Agrafiotis stated that is correct and they have been doing that for years. Commissioner Karolian stated he has been told by staff there is no west side car the north west car covers the west side and it is primarily on the east side and goes over to the west side to handle calls. He is confused on that if they are on a 2 and 1 why not have one on the east and one on the west and have a supervisor in between. If they understand there is a west car and there is an east car and a supervisor, wouldn't that solve the problems. He wanted to get the Chief's opinion he stated he is the department head and he needs to make these decisions and enlighten the commission on it when they give him that type of directive he should know what they are talking about when they are talking about it. Chief Agrafiotis stated that is the type of schedule and type of staff they have been running here for years. He stated the issue is the west side car was in 2004 when the extra positions were voted in in town meetings, it was discussed then to have a dedicated west side car so that one car did not have to take calls and could stay on the west side. What Commissioner Karolian is talking about using the 2 and 1 and moving people around as needs and implementing the detectives and other staff here and there as needed has been done for years. That is what Lt. Cline is going back to with his permission what they have been doing. Commissioner Karolian stated they have a dedicated west side car. Chief Agrafiotis stated it hasn't been dedicated only to the west side no car is absolutely dedicated anywhere they maneuver around to where they are needed. Commissioner Karolian stated there is a car on the west side that its primary route is the west side and as calls dictate he may have to come to the east side. This has been done all along there primarily has been a west side car. Chief Agrafiotis stated they are told to cover the north and the west they are expected to cover both patrol areas. Commissioner Karolian stated that is his point if they are told to cover the north and west why not make it a west side car and an east side and have your supervisor and when you have 3 and 1 you can rearrange patrols as you see fit. He does not understand why they are splitting it from the north west cars primarily covering the north side of the east and then gets shipped over to the west. Chief Agrafiotis stated that was Lt. Clines point they may assign a car to more than one sector the reality is that car because of activity stay in the busier sector but they may have to move to another sector to answer a call.

Commissioner Karolian stated he hasn't done a study to back up what he is telling him, that is why he asked did they do a study to back this up to validate what he is telling him. He stated there is a north west car that is responsible for the west side anytime a call goes out the north west car heads over there. When someone leaves roll call is one car heading over to the west side of the river to cover the west side and another car to the east side and that is not what he is hearing. He is hearing the north west car covers the west. Everyone covers the entire town when needed. You need a study to back that up.

Chairperson McHugh stated they are going in a circle with regards to this. Captain Cecilio assured us he would have those figures for them next time. Captain Cecilio stated he will give them a study on call volume.

Chairperson McHugh stated that would be put on the agenda.

Commissioner Roy stated they have a motion on the floor.

Chairperson McHugh stated all in favor of the motion. She asked if they recalled the motion, Commissioner Karolian stated he did going with Lt Cline's scheduling he hasn't seen the memo he is assuring it is going to be a mixture of 3 and 1 and 2 and 1, based on what the department sees fit for when and where the 3 and 1 should go. Chairperson McHugh stated and they are rescinding the 3 and 1 directive. Commissioner Roy, I, Commissioner Karolian I, Chairperson McHugh I. Motion carried unanimously.

Motion to adjourn by Commissioner Roy, Seconded by Commissioner Karolian, motion carried unanimously.

Motion to adjourn 7:54 PM.

Drafted by: Executive Assistant Francine Swafford