

DRAFT/UNAPPROVED

PUBLIC MINUTES
OF THE
HOOKSETT POLICE COMMISSION

Tuesday, June 19, 2012

Attendance: Chairperson Joanne McHugh, Commissioner Kenneth Scherer, acting Police Chief Jon Daigle and Public Safety and Strategies Group members Rick Bailey, Kym Craven and Alan Stuart, recording clerk Nancy Goulden

Public attendees: Sharon Hesser

At 6:32 pm, Chairperson McHugh called the meeting to order, pursuant to RSA 91-A:2, I and II. All stood for the pledge of allegiance. At 6:35 pm Commissioner Scherer made a motion to go into non-public session pursuant to 91-A:3,II(a) and (c), seconded by Commissioner Kenneth Scherer. Proof of posting was given to the recording clerk. Unanimous.

Public Input

Chairperson McHugh recognized Sharon Hesser and invited her to share her comments with the group. Ms. Hesser wanted to commend Captain Daigle for his good work as Acting Chief. He has done an awesome job! There have been many positive things about the police department in the local newspaper lately and thinks it's all due to Captain Daigle's efforts. Hopefully you will consider him as the new Chief, soon.

Minutes of Last Meetings

At 6:45 pm, Chairperson McHugh stated that minutes from past meetings needed to be reviewed and approved. The following minutes were reviewed:

Commissioner Kenneth Scherer commented that his records indicate that the 9/20/11 and the 2/23/12 minutes were already approved on 3/8/12. He asked if the corrections were made? Chairperson McHugh stated the minutes were approved with corrections and she is going to check with Nancy Perry to see if the corrections were made. Commissioner Kenneth Scherer commented that he reviewed all the minutes but was not able to review the attachments.

11/2/11 Public meeting-These were approved on May 15th.

12/22/11 Public meeting – wasn't this a budget workshop? Chairperson McHugh will check with Nancy Perry.

1/17/12 Public meeting – Commissioner Kenneth Scherer motioned that the minutes be approved. Chairperson McHugh seconded the motion. Unanimous. Minutes approved.

2/23/12 Public meeting minutes – Commissioner Kenneth Scherer stated these minutes were already approved on 5/15/12. Chairperson McHugh confirmed her notes showed these were already approved on 5/15/12.

3/8/12 Public meeting minutes – Commissioner Kenneth Scherer stated these minutes were already approved on 5/15/12. Chairperson McHugh confirmed her notes showed these were already approved on 5/15/12.

3/20/12 Public meeting minutes – Commissioner Kenneth Scherer motioned to approve these minutes with stated corrections. Chairperson McHugh seconded the motion. Unanimous.

3/28/12 Public meeting minutes-Commissioner Kenneth Scherer motioned to approve these minutes with stated corrections. Chairperson McHugh seconded the motion. Unanimous.

4/30/12 Public meeting minutes-Commissioner Kenneth Scherer motioned to approve these minutes “As Is.” Chairperson McHugh seconded the motion. Unanimous.

5/15/12 Public meeting minutes-Commissioner Kenneth Scherer motioned to approve these minutes with stated corrections. Chairperson McHugh seconded the motion. Unanimous.

6/6/12 Public meeting minutes-Commissioner Kenneth Scherer motioned to approve these minutes with stated corrections. Chairperson McHugh seconded the motion. Unanimous.

7:11 pm - Commissioner Kenneth Scherer asked if Commissioner Karolian was going to call into the meeting. It was unsure if the group was going to call him or if he was going to call in. Commissioner Kenneth Scherer hooked up the conference phone and dialed Commissioner Karolian’s number. His phone went to voicemail. Commissioner Kenneth Scherer left a voicemail message stating that the meeting was in session and Commissioner Karolian could call back at his convenience.

Monthly Reports

Chairperson McHugh motioned to review the expenditures report. The group started with the Budget Report that was given to each person in their packets. Captain Daigle stated the report was the most up-to-date. Chairperson McHugh asked about the overtime posted on the report. She asked if the overtime related to a shortage/positions being open. The Patrol is 33 one week and 62 another week, 37 another week, etc. Captain Daigle stated that the relation to the overtime information is due to some of the officers out with injuries. The bulk is due to having officers cover those shifts. Chairperson McHugh asked about the Sergeants. Captain Daigle stated the reason was due to vacation coverage due to the Memorial Day Parade (4 hour minimum, 12 people were needed to cover the routes). There is a projected estimate of \$196,291.50 for the budget. Chairperson McHugh wanted to point out that the amount was not what the Town projected out at their last meeting (it was \$600,000-\$800,000).

Old Business

Chairperson McHugh moved onto the next item on the agenda: Policies: Authority Page, Purchasing and Credit Card Use.

1. PSSG was asked to work on a few policies 2-3 months ago (Purchasing and Credit Card Use). Kym Craven, PSSG, stated that they tried to align the departments policies as the Town policies and procedures. Essentially they are reflective of the Towns policies, but are customized to the operating environment of the police department and how things are processed. Safeguards

have been put into place on how the credit card would be used. Chairperson McHugh asked if these policies could be reviewed by the Commissioners and put on the next meeting's agenda so they have time to review the policies and then discuss/approve at that meeting. Chairperson McHugh stated that there were no formal policies in place before and the Commissioners thought that for the future, policies should be written and adhered to. There was a problem in the past with incurred late fees and this prompted the issue of having a written policy (as well as PSSG going through the process of reviewing all of the department's policies and procedures). Chairperson McHugh motioned to have these policies be moved to the next agenda and Commissioner Kenneth Scherer seconded.

2. Authority Page. Chairperson McHugh recalled that Captain Daigle came forward to the group sometime ago and stated that the policy be revised. The Commissioners followed up with LCG and the attorney and this new form reflects the new language on the form. Captain Daigle commented that per an e-mail that came out earlier in the day, that paragraph 2 is to come out of the verbiage on the form. Captain Daigle asked to have clarification on how to move forward with policy changes. Any policy changes will go through the Commissioners. Captain Daigle is looking for guidance on how to operate daily as things happen and in regard to policies (if a policy or directive needs to be issued, it needs to go through the Commissioners). Chairperson McHugh stated that the Commission understands that laws change and that Captain Daigle can do what he needs to do to operate the Police Department, but the Chief of Police will need to send out a memo to advise the Commissioners and then put into place ASAP and can be discussed at the next meeting. Chairperson McHugh suggested putting a deadline on the memo as to when it needs to be reviewed and responded back when these things arise. The intent is not to restrain the Chief of Police from implementing policy changes or directives. It depends on the severity and immediacy of the situations as they arise. It was agreed to remove paragraph 2 from the old form. This new Authority Page forces the department to keep up to date with their policies.

New Business

PSSG Monthly Report

Kym Craven stated that the information she is reporting on is covering May 13 – June 13, 2012. Divided the SOP's into two groups: Records Management and General.

The Records Management group met twice during this time period and reviewed all the SOP's that pertain to that area and the next step is incorporating all the changes. There is a Tracking Changing Process in place and there is a team of department members and Rick Bailey (PSSG) that are working on these. Changes will be put into Training Bulletins. There will be a multitude of changes in the Training Bulletins that will be significant on how they do their daily business with the Records Management System. Another key element is there were two volumes and they are trying to cut that down and streamline this with all of those pieces. The next step is reviewing calls for services that require a formal written report and seeing how that could be streamlined in the log. The Mentoring Process continues. We have a lot of interaction with the Patrol LT. The ride-alongs and on the spot training are working, we are trying to be available for questions on how to improve their processes. Seems like the new Sergeant was neglected in this report. She is still moving along in her position. The grant for the bullet proof vests has been processed and were able to secure 19 new vests. This will be a significant cost savings for the department. It is a reimbursement process for both new officers and replacing vests for existing officers. There is a draw down process and there will need to be some coordination between the police department and the town so it gets charged to a particular code. The government likes to see that it is being charged to a different line item. The grant covers a specific dollar amount in a specific time frame

(lump sum- based on size of department, number of new officers coming onto the force and existing expiring vests). Have to purchase vests from a federally approved company (to ensure the safety of the vests). We are working with the dispatch supervisor to set-up the Spots training. All archived information has been gone through and saved in a way so you can go back and review it. Making sure the office is getting rid of unnecessary items. The General SOP Committee has met 5 times (weekly). Took out 3 SOPs that didn't apply here and combined two policies into one for the evidence piece and did track changes on 20 other policies. All of the above mentioned policies will be brought to the Commission. They will be in PDF form. The Pursuit Policy was re-written. Career Development piece was put in the Evaluation Form. Evaluations are just not about punitive issues, it's about where is this person going and what skills they can attain to help their career development as it contributes to the goals and objectives to the organization. A new development form, that isn't disciplinary in nature, has also been worked on. It would be one that would rise to some kind of recognition, but it would foster some kind of feedback and wouldn't leave the individual floating until their next evaluation. There can be some give and take with information. A policy on distinguished awards is being worked on. Success breeds success and you want to make sure people are being recognized for doing good things and formalizing it. Some research is being done for ribbons for these awards. The server and computer pricing has been approved and follow-up is going on. The dispatch supervisor is interested in doing some community involvement. Working with her on how they can distribute the services provided. She is collaborating with SNHU with community engagements. Found that a lot of training information had not been put into the system, so that is being entered now and there will be easy access as to who has had continual training and who hasn't had enough. Chairperson McHugh asked about where PSSG was with SRO. Kym stated that isn't going to happen until July. There were other things that were a higher priority. It's not forgotten, but agreed to meet during the Summer to discuss this. Chairperson McHugh doesn't want this forgotten.

Captain Daigle stated he would get Michael Dowler a copy of the report he requested as soon as possible.

Commissioner Scherer asked Captain Daigle were we stood with procurement of duty gear. Captain Daigle stated that it has been ordered and should be issued within the next three weeks (first/second week of July).

Commissioner Scherer asked about vehicles.

Captain Daigle stated that both vehicles should be ready by Friday. All equipment has been ordered. A review of several different vehicles was discussed (air conditioning not working in one vehicle, transmission issues in another, and a door actuator broken in one). 3 vehicles are out of service due to transmission issues. There are 5 active vehicles being used by the department currently. It was agreed to have vehicle #71, with transmission issues, be fixed by the end of this week by State Motors. Repair estimate is \$3,600. There is a 3 year warranty that comes with the service. Commissioner Scherer motioned to approve the expense of getting the vehicle fixed. Chairperson McHugh seconded the motion. Motion carried unanimously.

Chairperson McHugh asked about burglaries on the West Side of town. Captain Daigle stated that we are not experiencing more burglaries on West Side, but with the shopping centers off Exit 10, we are still experiencing shoplifters. Loss prevention is very good at those locations. Chairperson McHugh asked this question because she wanted to know if there are any new neighborhood watch groups that have formed in that area? Captain Daigle stated that there were no new groups formed. Chairperson

McHugh would like an update with regard to Neighborhood Watch programs. Captain Daigle said he would work on getting the information together.

Manifest(s)

Union Contract Pay Adjustments – Captain Daigle stated that the contract was passed and step increases now come into effect. Personnel Action Forms now need to be processed. Forms were ready to be signed by the Commissioners. All forms have been verified. Captain Daigle stated they used the matrix that Commissioner Scherer came up with and double checked for accuracy.

May 4, 2012 thru May 10, 2012

Commissioner Scherer made a motion to approve the payroll manifest for 5/4/12-5/10/12 in the amount of \$37,153.33 (\$32,981.02/payroll and \$4,172.31/expenses). Chairperson McHugh seconded the motion. Motion carried unanimously.

May 11, 2012 thru May 17, 2012

Commissioner Scherer made a motion to approve the payroll manifest for 5/11/12-5/17/12 in the amount of \$40,965.25 (\$32,482.84/payroll and \$8,482.41/expenses). Chairperson McHugh seconded the motion. Motion carried unanimously.

May 18, 2012 thru May 24, 2012

Commissioner Scherer made a motion to approve the payroll manifest for 5/18/12-5/24/12 in the amount of \$36,480.95 (\$35,405.11/payroll and \$1,075.84/expenses). Chairperson McHugh seconded the motion. Motion carried unanimously.

May 25, 2012 thru June 6, 2012

Commissioner Scherer made a motion to approve the payroll manifest for 5/25/12-6/6/12 in the amount of \$40,623.74 (\$36,431.56/payroll and \$4,192.18/expenses). Chairperson McHugh seconded the motion. Motion carried unanimously.

June 7, 2012 thru June 13, 2012

Commissioner Scherer made a motion to approve the payroll manifest for 6/7/12-6/13/12 in the amount of \$43,347.66 (\$33,636.48/payroll and \$9,711.18/expenses). Chairperson McHugh seconded the motion. Motion carried unanimously.

May 13, 2012-June 15, 2012

Commissioner Scherer made a motion to approve the expense manifest in the amount of \$15,957.50. Chairperson McHugh seconded the motion. Motion carried unanimously.

Evelyn Horn sent information over in regard to the Annual Town Report. Captain Daigle was asked to get the information together (new officers, where are we with the audit, etc...). Have Francine send the Commission a copy of last year's report. Commissioner Scherer suggested to use last year's report as the bar to exceed. Can get information from PSSG to include in the report (significant accomplishments, etc.).

Items for Next Agenda

1. Matrix
2. Spending Authority Policy

3. Authority Page

Commissioner Scherer motioned to enter non-public meeting, according to NH RSA 91-A:3, II, © & (e) at 9:00 pm. Chairperson McHugh seconded the motion. Motion carried unanimously.

At 9:28 pm Commissioner Scherer made a motion come out of non-public session and to seal the minutes. Chairperson McHugh seconded the motion. Motion carried unanimously.

Commissioner Scherer motioned to adjourn the meeting at 9:33 pm. Chairperson McHugh seconded the motion. Motion Carried.

6/19/12 minutes taken by Nancy Goulden