

**HOOKSETT POLICE COMMISSION
PUBLIC MEETING MINUTES
HOOKSETT SAFETY CENTER (MEDIA ROOM)
OCTOBER 22, 2012**

CALL TO ORDER: Chairperson Joanne McHugh called the meeting to order at 6:30pm. She led the pledge of allegiance. Proof of Posting was given to interim recording clerk Jodi Pinard.

ATTENDANCE – POLICE COMMISSION: Chairperson Joanne McHugh, Commissioner Kenneth Scherer, and Commissioner Clark Karolian, Thomas Burke, Interim Police Manager, Captain John Daigle, Sergeant Janet Bouchard, Sergeant Jake Robie, Officer Valerie Xenakis

CEREMONY:

- Swearing of a New Police Officer –
Captain Daigle- Thank you and welcome here tonight, nothing gives us more pleasure than to swear in a new officer. Valerie Xenakis was sworn in as a Hooksett Police Department Patrol Officer.
- Sergeant Promotion –
Captain Daigle – Next Detective Jake Robie was sworn in as Sergeant for the Hooksett Police Department

Sergeant Jake Robie – I would like to thank Captain Daigle, Tom Burke, Interim Police Manager and Police Commission and I look forward to the challenge.

ENTER NON PUBLIC SESSION AT 6:46PM PER RSA 91-A:3,II, (a)(b) & (c) :

Commissioner Karolian motioned to enter into non-public session at 6:46pm under RSA 91-A: 3, II, (a)(b) & (c) seconded by Commissioner Scherer voted unanimously

- Commissioner Karolian - Aye
- Commission Scherer - Aye
- Chairperson McHugh – Aye

EXIT NON-PUBLIC SESSION AT 8:13PM PER RSA 91-A:3,II, (a)(b) & (c):

Commissioner Karolian motioned to exit non-public session at 8:13pm under RSA 91-A:3,II, (a)(b) & (c)seconded by Commissioner Scherer voted unanimously

- Commissioner Karolian - Aye
- Commission Scherer - Aye
- Chairperson McHugh –Aye

Commissioner Scherer motioned seal the minutes per RSA 91-A:3,II, (a) (b) & (c) seconded by Commissioner Karolian voted unanimously

- Commissioner Karolian - Aye
- Commission Scherer - Aye
- Chairperson McHugh –Aye

POLICE CHIEF SEARCH:

Commissioner Karolian – I think we need to move forward with the search for a full time Chief of Police and I believe we should task this to Tom Burke beginning within the State of NH. I believe we need to come up with the minimum qualifications that we will accept for Chief of Police. Then have Tom Burke move forward with publicizing this opening. I believe we should put a time limit of 30 days as a deadline for people to respond consisting of cover letter, resume, and maybe school transcripts and give it to Tom Burke have him remove the ones that do not qualify and then give use the top 5, 7, or 10. These are the things that I am thinking of and would like the other commissioner's thoughts on this.

Tom Burke – I agree with Commissioner Karolian. I believe I have a good networking system with 31 years in the field. I believe I can find someone in the state that is already full time certified and meets what you are looking for. I would look specifically at people that have administration experience and can supply mentoring as I feel that is something that needs to be done. I believe by reviewing those applications I could come with the top 5 or 10 and bring that to the Commission.

Commissioner Karolian – We need to look at the minimum requirement of a Bachelor's Degree. I am not sure if all of you are in agreement with that.

Chairperson McHugh – What type of Bachelor's Degree?

Commissioner Karolian – It does not have to be in Criminal Justice.

David Leferve – I don't know if you want to tie you hands with something that specific.

Tom Burke – While I was on a previous search committee for a fire chief I thought the best candidate was one who did not meet the minimum requirement of having a Bachelor's Degree. The town then decided to hire someone who did have the required qualifications and he did not succeed. In the end town ended up hiring the man who did not meet all of the requirements but they gave him a timeframe as to when he needed acquire the minimum qualifications. You may miss out on someone who is the best fit do to not meeting the minimum requirements.

Chairperson McHugh – The school district does something like that as well.

Atty Lefreve – I don't think you want to restrict your options. LGC has a standard form. I don't think you need to reinvent the wheel on this.

Commissioner Karolian – Don't we have this information? I thought it that was provided by PSSG with job descriptions.

Commissioner Scherer – We have a job description, list of qualifications, and experience.

Commissioner Karolian – I am hoping to decide on this tonight because the next time we meet is in November and I wanted the commission to agree on the minimum qualifications so that we could move forward.

Tom Burke – I think 10 years of command staff experience would be sufficient. You could possibly go with 15 years law enforcement experience with 10 years command staff experience. The experience factor is not something that you can get around. Experience is really not something that you can get around in a town this size.

Attorney Lefreve – Usually when you see these postings they say minimum requirements such as Bachelor's Degree, law enforcement experience, etc and then say suitable experience. I don't think you need to get bogged down with those types of things.

Commissioner Scherer – I have the information from PSSG includes job descriptions, summary of position responsibilities, core competencies, minimum qualifications.

Commissioner Karolian – Can you read the last paragraph?

Commissioner Scherer – The last paragraph reads the ideal candidate will have a minimum of 10 years of increasing responsible law enforcement experience with 5 years in a command or managerial roll. Bachelor's Degree in Criminal Justice or Public Administration or related field. Master's Degree preferred. However the Police Commission may accept a suitable combination of experience and education for the right candidate. Attain specialized training certificates such as FBI National Academy, Northwestern Police Institute, Southern Police Institute, Leadership of Police Organization, or senior management experience.

Chairperson McHugh – We can take that last sentence out.

Commissioner Karolian – I think we take that sentence we can delete because not everybody has the opportunity to attend all of those trainings.

Tom Burke- Small towns cannot afford to send their chiefs to the FBI Academy.

Commissioner Scherer - The job posting from PSSG reads as follows: The Town of Hooksett Police Commission seeks a progressive leader with a proven record of success in developing, implementing and sustaining, innovative programs, classroom efficient effective operations, in a mid size police department .

Commissioner Scherer – Can we have Tom Burke work on the job posting for the position of the Chief of Police for the Hooksett Police Department?

Tom Burke – I have a strong networking in this state and if I don't think it is a good fit for the town I will not recommend them to the commission.

David Leferve – I think it would be a good idea not only advertise but also reach out to the ones that you think could be a good fit. I think 30 days is sufficient but I also don't think it is a bad idea to reach out either.

Commissioner Scherer – I think that it is prudent that we rely on the expertise of the Police Manager. One of the things in the job description was that he may be called upon to utilize to assist in the search for the Police Chief.

Commissioner Karolian – I do not want to entertain any non-certified candidates. I am not sure how the other commissioners feel but that is my feeling.

Commissioner Scherer- Can I read it in its entirety? The Town of Hooksett Police Commission seeks a progressive leader with a proven record of success in developing, implementing and sustaining, innovative programs, classroom efficient effective operations, in a mid size police department . Candidates must be able to meet the NH Police Standards and Training Council requirements for certification within six months of employment. The successful candidate should possess a combination of knowledge and experience which prove the applicant with skills, knowledge and abilities to perform the job. The chosen candidate will have excellent public and interpersonal skills, be able to provide solutions to complex problem and issues, with a proven track record of leadership within the law enforcement side. The ideal candidate will have a minimum of 10 years of increasing level of law enforcement experience with 5 years at command or managerial role. Bachelor's Degree in Criminal Justice, Public Administration, Leadership, or a related field. Masters Degree is preferred however the Police Commission may accept a substitute combination of education and experience for the right candidate.

Commissioner Karolian – I think we want to have someone that is certified with 15 years of increasing department with 5 years managerial experience.

Chairperson McHugh – What are you talking about when you say managerial?

Tom Burke – I am referring to a Lieutenant or above not a sergeant. You do not want to close the door on someone who may be here for 3 to 5 years but be the best mentor.

Commissioner Karolian motioned to have Tom Burke lead the search for the Police Chief position with authorization to advertise in the venues within NH that he feels appropriate with the amount not to exceed \$5000 seconded by Commissioner Scherer voted unanimously

Tom Burke – The deadline will be 30 days from the day the ad appears in the paper.

DEFAULT BUDGET:

Commissioner McHugh – I had the ability to look at this today and maybe you can explain it and help me out.

Captain Daigle – I think the goal for us to get to the supervisor level that the department needs. I have had extensive conversations with Tom Burke about this. I have been tracking weekly wages in hopes of looking ahead and making a forth supervisory position. As of last week I figured we would have about \$36,000 left in the wage line. As you know this is moving target due new hires, benefits, overtime, and such. Budget wise we are doing ok. This was not meant for a decision tonight it was more for discussion. It was just make the commission that this is what we are thinking about doing and seeing if it is possible.

Chairperson McHugh – When we presented to both the Town Council and the Budget Committee we presented 25 sworn officers.

Commissioner Karolian – The total compliment would be 25 sworn officers. How many are we down?

Captain Daigle - We are down to three positions. We have the conditional offer to another possible patrol officer.

Chairperson McHugh – What supervisor position are you down?

Tom Burke – We are down a Sergeant in the Patrol Division. Right now we are not anticipating this forth sergeant being approved soon. What I believe is a compliment to a town this size is 14 uniform patrolmen; 4 patrol sergeants; 2 detectives; 1 detective sergeant; 1 patrol lieutenant; 1 captain. This will give us the coverage that we need. The Lieutenant is currently covering the Patrol Sergeant on 5 days. The only hole you we'll have in supervisor is the day shift on Sat and Sun. There is talk of possible modification to the midnight shift. This would possible back up this midnight shift so that we would not have to pay overtime. It is smart to find the least need for a supervisory which could be 4-7am Monday - Friday. Once we pick up the forth Sergeant we will have coverage 24/7. I was talking to the lieutenant today and he was saying supervisor is important with such a young department. Sergeant Robie impressed me because of his belief they need supervision and mentoring is important.

I just want to commend the officers today in regards to the incident at Kohl's with a knife wielding robbery suspect. Great day for Sergeant Robie, he apprehended the suspect who still had the knife in his possession. Also Captain Daigle was on scene as a Captain should be. There will be an article in the paper tomorrow. I believe that this is what we need form the media positive reporting.

Commissioner McHugh – Where do we stand with regards to the Resource Officer in regards to the school.

Captain Daigle – At the beginning of the school year we were down 6 officers and I could not put an officer in the schools all day. Officers are in the school zones in the morning and while on patrol they would stop in the schools and see if they had any incidents. A few weeks ago I changed that after conversations with the schools who would like us to be a little visible and I tapped into Sergeant Blanchette. He is now on Mon, Wed, and Fri in the schools. Officers are still going there on their shifts and we are more visible in the schools. I have also had conversations with Tom and seeing if we can get back to the fulltime in the future.

Commissioner McHugh – In our conversations with the superintendent he was expressing concerns in regards to what students could get in trouble with. Technology was a major concern. Also in our conversation was since our high schooler's go to Manchester creating something for them as an awareness before they head go there.

Captain Daigle – Over the summer I spoke with the Superintendent and h gave a listing of concerns that he felt the school faced. Fromm those conversations I have reach out to the appropriate people and we are moving forward on those concerns.

Tom Burke – I had a great talk with Sergeant Blanchette today and I thought what a great idea by the Captain to utilize this officer to go into these schools. The school staff is seeing that consistency

Captain Daigle – I will work on this with Mr. Burke and if we can swing it we will.

HIGHWAY DEPARTMENT REQUEST FOR SPARE EQUIPMENT:

Commissioner Karolian motioned to give authority to the Captain to give the Highway Department the spare 6 strobe light bars seconded by Commissioner Scherer voted unanimously

MODIFICATION FOR JAG GRANT:

Captain Daigle – I had a conversation with the over site lieutenant for this grant. They would like us to spend the funds that we have remaining. He said they would allow for the modification of purchase of equipment we would like to utilize this for the RAD Program.

Commissioner Karolian motioned to authorize the department to contact the JAG Grant Administrators to modify the grant to ask that \$4061.06 be used for the purchase of equipment for the RAD Program at the Hooksett Police Department Commissioner Scherer seconded voted unanimously

ITEMS FOR NEXT AGENDA:

Recording Device
Budget workshops
Job Description-Recording Secretary
Neighborhood Watch

Commissioner Karolian motioned to adjourn the meeting at 9:09pm seconded by Chairperson McHugh voted unanimously

- Commissioner Karolian - Aye
- Commission Scherer - Aye
- Chairperson McHugh – Aye