

## OLD SAYBROOK POLICE COMMISSION

Regular Meeting

July 25, 2016

MINUTES

A regular meeting of the Old Saybrook Police Commission was held on Monday, June 27, 2016 at the Old Saybrook Town Hall.

**Present:** Chairman Stuart, Vice Chairman Von Dassel, Secretary Moran, and Commissioners Burnham, Cooper, Coppes and Maselli. Chief Spera and Lieutenant Roche were present from the Department of Police Services.

This meeting was video and audio taped by the Town of Old Saybrook.

### I. Call to Order/Pledge of Allegiance

Chairman Stuart called the meeting to order at 7:00PM and led those in attendance in the Pledge of Allegiance.

### II. Minutes

#### A. June 27, 2016 Regular Meeting

**Commissioner Burnham made a motion to approve the June 27, 2016 Regular Meeting Minutes. The motion was seconded by Commissioner Maselli. The motion to approve the June 27, 2016 Regular Meeting Minutes passed with a vote of 7 in favor and 0 against.**

**Commissioner Maselli made a motion to add an item to the agenda "Discussion and Possible Action to support the Police Department with additional resources due to recent world events."**

**Vice Chairman Von Dassel seconded the motion.**

He stated that he is concerned with world events and how they affect our police officers and did not want to wait till next month to begin a conversation with the Chief about the matter.

Chairman Stuart stated that the item could be added to the agenda at 7A.

**The motion to add the item to the agenda passed with a vote of 7 in favor and 0 against.**

### III. Comments from the Public

There were no comments from the public.

### IV. Explorer Post Award Ceremony

Chief Spera opened the presentation by greeting the Police Explorers and their Parents in attendance and providing a brief history of the program, citing a goal to have one police explorer for each full time sworn officer. The Chief advised that the costs of the program are funded solely through donations and that the Lion's Club of Old Saybrook is the main financial supporter of the program. He is very pleased with the Post and then introduced Patrol Sergeant Hackett who serves as the Coordinator of the Post.

Sergeant Hackett introduced the program, explained how the Post has progressed, and that this is the first award ceremony in the Post's history.

Detective Barnes and Patrolman Tanner who serve as Assistant Coordinators for the Post assisted in the presentation of the awards.

The following awards were bestowed:

Emergency Services Commendation

Explorers P. Listorti, S. Smirnow, and S. Anuskiewicz

Administrative Commendation

Explorers N. DuBord, R. Barrett, S. Anuskiewicz, and B. McGirr

Attendance Ribbon

P. Sirisoukh

Explorer Longevity Service Ribbon

N. DuBord (7), S. Anuskiewicz (4), R. Barrett (3), B. McGirr, S. Smirnow, R. DuBord, P. Listorti, D. Banning, C. Hackett, and M. Barnes.

Unit Commendation – Stations Day 2016

N. DuBord, S. Anuskiewicz, P. McNeil, S. Smirnow, B. McGirr, M. Burke, and P. Sirisoukh

Explorer of the Year

N. DuBord

The Chief once again congratulated the Explorers on their accomplishments, praised the program, and thanked those who support the valuable programs. He added that the Explorer Program is a wonderful example of the successful School Based Policing Program and Community Policing philosophy and praised the young adults for their leadership and dedication to their community.

V. **Discussion and Possible Action Concerning the Development of a Committee to Create a RFQ/RFP for a Professional Study/Review of Police Operations**

Chairman Stuart opened the discussion.

Commissioner Cooper stated that he felt it was important and that he had sent the Chairman a list of items that the study should focus on.

He then read his list: (Copied from the list provided)

- How does the OSB total police operating budget and manpower compare with similar town both along the shoreline and other areas, with similar characterizations? Consideration should be given to population size, commercial activity, seasonal nature of population, the Town's physical characterizations, economic and education levels and proximity to areas with high crime rates (spillover effect)?
- What changes need to be implemented in department staffing to reduce overtime labor costs?
- Develop performance standards and goals for the Chief of Police (& senior staff) to enable the Police Commission to conduct performance review(s) in accordance with those objectives.
- What performance standards are needed to enable the Police Commission to evaluate the effectiveness of Department Operations?
- Review causes of staff turnover and implement policies & procedures to lower turnover.
- What procedures can be implemented to current operations to reduce the time and costs associated with hiring and training replacement staff?
- What is the public relations image of the Department of Police Services among Town Residents? What areas require improved communication?
- Does the Town need an impartial civilian complaint (or informal gripe) board, where residents can have their grievance heard and addressed in a non-threatening, non-lawyer, non-confrontational manner?
- What long-term and near-term trends in delivering police department services need to be planned for, and what is the affect on staffing and budget?
- Should the functions of Chief if Police and Emergency Management heads be separate? Should both functions, whether separate or combined be under the Police Commission jurisdiction along with the Marine Patrol?
- Prepare Department Budgets to reflect all costs associated with the running of the Department. Eliminate off-budget accounts (where possible); report off-budget account spending as part of total department spending; report all department costs (currently in town budget) as part of the Police Department Budget.
- Review emergency dispatch operations, can non-emergency calls be routed to a non-emergency dispatch operations? The Police dispatch service should not be the answering service for town hall.
- What are the advantages & disadvantages, serve and budget wise, to OSB having a stand-alone emergency dispatch operations vs. joining a regional service?

- What areas of police department operations can be changed to improve efficiencies, services, and streamline costs?

Commissioner Burnham stated that she does not believe that we should be compared to other Towns, as there is no information that states that the other Town's are operating more efficiently than our Department. She added that budgets between Towns do not easily compare and that she feels money would be better spent attempting to achieve national accreditation as it would looking to staffing and other areas.

Secretary Moran stated that he does not feel that we should rush to national standards or national accreditation. He added that the committee does not need to accept the comparison of other Towns and that he feels this would be a transparent and beneficial process.

Commissioner Maselli commented that he is not opposed to the study, but that the Commission should slow the process down to examine the topics that the Commission has not yet explored. He thinks that the Commission should do a self-study, to become educated in Department Operations prior to spending money on a professional study. He added that Commissioners should go on a ride along, and learn about how the Department functions currently.

Commissioner Coppes stated that a benchmarking study is good for the community. He stated that he would love to have a benchmarking study that compared communities and our policing needs. He stated that staffing and vehicle questions have been asked for far too long and a study might end the discussion. He added that he thinks the cost of the study will be far greater than anticipated but that the finding of the study is up to the Board of Finance. He added that he is willing to help as he thinks it would be beneficial to the Town.

Vice Chairman Von Dassel stated that he is not a fan of studies. He rather identify a problem and then hire a consultant to study it. He stated that he is unaware what the specific problem is, but perhaps the study would identify the issue.

Commissioner Cooper than stated that perhaps the RFP can be created into categories of nice to have and need to have and place limits on staff demands and budgets.

Secretary Moran explained his service in law enforcement and spoke about the differences in the Chiefs that he served under. He does not think the report will obligate the Chief to change how he runs the Department. He also thinks that the report will not force the Commission to make any changes, it will be the Commission's choice to take action, phase things in, or not act on a recommendation at all. He thinks the study may help the public understand why we do things that we do and therefore it's worth the risk. He added that the study result will not severely alter the way the department is managed, as it appears to be managed effectivity and that there seems to be a lot of things that have changed that are beneficial for the Department.

Chairman Burnahm added that all Commissioners should receive an orientation from the Chief on Department Operations.

Secretary Moran commented that he attended the police academy before there was an actual police academy.

Commissioner Maselli stated that the Commission should focus the study on issues that are identified by the Commission after they gain an understanding of Department operations.

Chairman Stuart stated that the Commission should decide if they want to do this, then appoint two people to serve on the committee, then develop a list of things that should be studied. The list should then be presented to the Commission and then the Commission could present it to the Board of Finance to see if they want to pay for the study. The Chairman believes the study is a win/win for the community.

Commissioner Cooper again cited his support for the study as it might create a better environment for the operation of the Department in the Town.

Chairman Stuart stated that he expects more from the study.

Commissioner Burnham urged caution about making over generalizations of the townspeople's feelings about the Department. She also added that more Commissioners should be on the Committee.

Commissioner Cooper made the following motion:

**“For the Old Saybrook Police Commission to Solicit Request for Proposals (RFPs) to hire an Independent Consultant to conduct a review of the Old Saybrook Police Department to determine areas, if any, where improvements in efficiency and effectiveness can be made.**

- 1) For the OSB Police Commission to solicit RFPs to provide consulting services to the OSB Police Commission for the purpose of reviewing the financial and operational efficiencies of the OSB Department of Police Services and its interface with the Old Saybrook Police Commission.**
- 2) The Chairman of the OSB Police Commission will appoint a committee consisting of no more than 3 members of the Police Commission, 2 from the Board of Finance and 1 from the Board of Selectmen to prepare the final format of the RFP request and review the proposals upon receipt**
- 3) Upon receipt and review of the RFPs the Committee will report on all qualified RFPs and make a recommendation to the full Police Commission Board as to the most qualified Consultant for acceptance and to be submitted to the Boards of Selectmen and Finance for funding.**
- 4) Upon the hiring of a qualified consultant, the Committee will assist the Consultant by helping to make records and personnel available from the Department of Police Services: Police Commission: Boards of Finance &, Selectmen: and other Town Employees as requested by the Consultant. The Committee, at its discretion, may appoint temporary additional members of the Committee to complete its charge.**
- 5) The Committee will review the final report with the Consultant and have the Consultant report its findings to the full Police Commission for final acceptance.**
- 6) Upon the final acceptance of the Police Commission, The Committee or another constituted "Implementation Committee" will prioritize and oversee the Consultant's recommended suggestions and report its progress to the Police Commission on a regular basis. The Implementation Committee shall have the authority to appoint as many sub-committees as necessary (and as needed) to**

**implement changes; while recognizing some suggestions may not fit within the budgetary constraints or "character" of the Town and may have to be phased in over time or not implemented at all.**

**The motion was seconded by Commissioner Maselli.**

Chairman Stuart stated that he feels the motion should be broken down into several parts as he described it before.

There was much discussion.

Commissioner Maselli believed that there are stakeholders missing and that the Commission should not endorse an RFP that has not yet been presented to them.

There was more discussion.

**Commissioner Burnham made a motion as an amendment, to delete paragraphs 3, 4, 5, and 6 from the original motion.**

Chairman Stuart clarified that the committee in section 2 established to create the RFP, that included members that are not on the Police Commission, would solely be for the purposes of creating the RFP for the Police Commission's approval. That the Commission would select the professionals performing the study and that the study would be returned solely to the Police Commission for their review and possible action.

There was continued discussion.

**Commissioner Maselli seconded the amendment.**

Commissioner Maselli stated that he feels that there are stakeholders missing from the RFP development committee including the Chief of Police and staff.

The Chief stated that the committee membership should include the Chief of Police and reminded the Commission that the First Selectman had mentioned him as a potential member of the committee. The Chief also stated that he feels that each union should have the opportunity to name a delegate to the committee. He also stated that there should be a discussion concerning the minimum qualifications (RFQ) of the groups who may choose to perform the study. He stated that crafting the questions that the Town wants answered are important. As an example he asked, do we want to know what would a model police department would look like, for Old Saybrook if we were creating a brand new police department to serve Old Saybrook or do we want to know how were compare to others and if so how do we know that others are the models that we want to be compared to.

Chairman Stuart stated that the question is somewhere in the middle.

The Chief urged the Commission to be inclusive, and that the process has true objectives and goals.

Commissioner Cooper stated that the Chief or representatives from the Union should not be on the committee that crafts the RFP. That they can be involved during the process and in the final review.

Chief Spera stated that he feels his input the Committee is important. He stated that part of his responsibility to the Town and the Commission is to stay contemporary and that he might have ideas or theories that he might want studied. It would be up to the Committee if they included that in the RFP. It is important to have the law enforcement professional help to craft the possible questions. He stated that despite the results of the study, buy in will be important. He suggested that if he and representatives from the labor unions were excluded from crafting the questions, goals and objectives for the committee and RFP, there might be less buy in at the end of the project. He would like to see the project inclusive to find out how we can do better together.

Chairman Stuart stated that union members will have their opportunity to participate while the study is being done when they participate and are analyzed. He added that the committee should not be a forum for us to see what else is out there, to see what is new and improved, that should come from the study, that they look at our operation and look at what we do and then make recommendations to the Commission.

Commissioner Maselli offered a compromise that once the committee consisting of Commissioners, Board of Finance Members, a representative of the Board of Selectman, and the Chief complete a draft RFP, that both labor unions could have an opportunity to review and provide formal comment to the Chief for the committee prior to it being finalized.

Secretary Moran added that he feels the Chief should be on the Committee.

Commissioner Burnham does not want the Unions to feel that they are being shut out. She then described a process that allows the Unions time to comment prior to the committee finalizing the RFP. Chairman Stuart agreed.

The Chief reviewed the various motions on the table and then items that evolved in discussion that there seemed to be agreement on, yet were not part of a motion.

Chairman Stuart agreed and then led discussion on how to properly amend and create the final, all-encompassing motion based on discussion.

After the discussion, **Commissioner Burnham withdrew her motion concerning an amendment to Commissioner Cooper's original motion.**

Chairman Stuart asked Commissioner Cooper if he would withdraw his motion. He replied yes. **Commissioner Cooper's motion was withdrawn.**

Commissioner Burnham made the following motion:

**That the Old Saybrook Police Commission solicit RFP/RFQs to provide consulting services to the Old Saybrook Police Commission for the purpose of reviewing the operation of the Old Saybrook Department of Police Services.**

**The Chairman of the Old Saybrook Police Commission shall appoint a committee consisting of no more than three (3) members of the Police Commission, two (2) members of the Board of Finance, one (1) member from the Board of Selectmen, and the Chief of Police to prepare the final formal RFP request**

**which shall than be presented to stakeholders for review possible input before the Police Commission votes as a whole on the acceptance of the RFP.**

There was discussion on the motion.

Chairman Stuart asked that that motion be re-read.

Commission Burnham reread her motion.

**That the Old Saybrook Police Commission solicit RFP/RFQs to provide consulting services to the Police Commission for the purpose of reviewing the operation of the Old Saybrook Department of Police Services.**

**The Chairman of the Old Saybrook Police Commission will appoint a committee consisting of no more than three (3) members of the Police Commission, two (2) members of the Board of Finance, one (1) member from the Board of Selectmen, and the Chief of Police to prepare the final format of the RFP/RFQ request and that committee shall then present it to the stakeholders before presenting it to the entire Police Commission for a vote.**

**Commissioner Maselli Seconded the motion.**

Commissioner Cooper asked the Chief to review his prior comments. The Chief summarized the process based on the motion that was just made. He stated that the committee would draft a RFQ/RFP, that the draft would be presented to stakeholders for comments, that the committee would then make any adjustments they deem appropriate, and then the committee would then present their work to the Police Commission.

Chairman Stuart added that the committee that actually puts together the RFP will actually disband after the Police Commission accepts the RFP.

Chairman Stuart asked if there was more discussion.

Commissioner Cooper commented on his concerns about the Chief being on the committee.

There was more discussion.

**The motion passed with a vote of 7 in favor and 0 against.**

Chairman Stuart appointed Commissioner Cooper, Coppes and himself to the RFP/RFQ Sub-Committee.

Chairman Stuart stated that he would like his next move to be to meet with the Board of Finance to advise them of their decision and to ask for their participation in accordance with the motion that was just passed.

VI. **Discussion and Possible Action to Enter into Executive Session to Discuss a Personnel Matter.**



**Commissioner Burnham made a motion to enter into Executive Session to discuss a personnel matter inviting the Chief and Lieutenant to participate.**

**Vice Chairman Von Dassel seconded the Motion.**

**The motion passed with a vote of 7 in favor and 0 against.**

**The Police Commission entered into Executive Session at 8:30 PM**

**The Police Commission exited Executive Session at 8:40 PM**

**VII. Discussion and Possible Action to Enter into Executive Session to Discuss a Personnel Matter.**

**Commissioner Burnham made a motion that the Police Commission grant Patrolman Ziolkovski's request for an unpaid sick leave not to exceed sixty (60) days in accordance Article VIII, Section 5 of the contract.**

**Commission Maselli seconded the motion.**

**The motion passed with a vote of 7 in favor and 0 against.**

**VII-A. Discussion and Possible Action to support the Police Department with additional resources due to recent world events**

The Chief stated that it is a very difficult time for law enforcement over the past months. He informed the Commission that these sad events do negatively impact staff and their families on a local level. He briefed the Commission on his and the Lieutenant's efforts to communicate and remind staff that their safety and emotional wellbeing is paramount to Department Leaders. This is accomplished through emails, in person conversations, the Employee Assistance Program, safety equipment inspections, and officer safety conversations at roll calls.

He stated that he feels the Commission needs to demonstrate their care, concern, and support for the rank and file of the Department.

The Chief also spoke about his concern of localized copycat style crimes that could endanger officers and the lack of less than lethal force options that are available to Old Saybrook Police Officers.

There was discussion on how the Commission could positively interact with the Police Officers such as making presentations or observing a police officer in the field performing their job.

Commissioner Burnham summarized the conversation by stating that while there is nothing the Commission needs to do this evening, they should be mindful that world events affect the staff.

Chairman Stuart asked that the Chief provide a list of less than lethal force options for the Commission next month and then a presentation by the Department's internal committee the following month.

VIII. **Executive Support**

**A. Financial**

**1. 15-16 Operating Budget**

Chief Spera reported that the entire 15-16 Budget, in detail, showing every expenditure has been provided.

He reported that the Department was 1.77% or \$57,467.55 over budget.

The Chief reviewed a communication that he made last year, after the Board of Finance imposed a \$45,000 reduction in the operating budget citing a forecasted overage in the 15-16 operating budget as known fiscal liabilities were not funded as recommend by the Police Commission. The Chief also reported that he is pleased with the buy in from the Board of Selectman and the Board of Finance with the 16-17 Operating Budget as more known fiscal liabilities are now funded, more than previous years. He also reminded the Commission that unknown personnel issues, such as extended sick time, could negatively impact the 16-17 budget.

The Chief then outlined how the 15-15 budget overage could be off set, specifically:

- 1) Ask the Board of Finance through the First Selectman/Finance Director to appropriate funds to the 2015-2106 Police Department operating budget equal to the Dispatcher Retroactive Pay. (\$6,887.02)
- 2) Transfer funds from the Police Department's Off Budget Administrative Account (258) to the Department's Operating Budget in the amount of \$9,310.00. This amount is the equivalent of processing 133 pistol permits during the 2015-2016 fiscal year. The Town fee for each permit is \$70.00. The processing time for each permit is 4-4.5 staff hours. It is my recommendation that this action occur in July of each year.
- 3) Transfer funds from the Police Department's Off Budget Outside Services Account (751) to the Department's Operating Budget in the amount of \$23,019.20. This amount is the equivalent of the vehicle fee assessed to private contractors when police vehicles are assigned to private duty assignments. The Department currently charges \$8.00/hour of vehicle use. It is my recommendation that this action occur in July of each year.
- 4) Create a process that allow the above identified funds to be received without adjusting the "actuals" in any line item. One thought would be to create two new line items – "Pistol Permit Offset" and "Private Duty Vehicle Offset" that have a \$0.00 balance at the beginning of the fiscal year, but receive funds at the end of the fiscal year. There is no way of predicting how many hours of private duty vehicle use there will be or how many pistol permit applications will be processed.

There was discussion concerning the proposal. The discussion included the managing of the budget, the staffing difficulties encountered last fiscal year, and the appearance of the budget in reference to actuals.

**Commissioner Burnham made a motion to endorse the Chief's recommendation for the budget overage offset for the 2015-2016 fiscal year.**

**Commissioner Maselli Seconded the Motion.**

Commissioner Cooper discussed how the money should be transferred.

It was decided that the Commission would let the Finance Director figure out how to do the transfer of funds.

**The motion passed with a vote of 7 in favor and 0 against.**

## **2. 16-17 Budget Process**

Chief Spera stated that he has begun comparing the Old Saybrook Police Department Budget to the Clinton and Madison Police Department budgets. He stated that he is doing this exercise as there are always questions that arise concerning how Old Saybrook compares to other Departments. He handed out a DRAFT power point presentation highlighting the difference in the three Department's personnel budgets including, how each Town Budgets different, how each town breaks down personnel expenses differently, including the fact that both Clinton and Madison have separate budgets for the Emergency Communications function. He promised to continue work on the project and provide updates in the future.

There was conversation concerning the evaluation of the Chief of Police and future agenda items from the list of Possible Police Commission initiatives that was mentioned previously including less than lethal force options. The Chief reported that he has not yet been evaluated, that the past Commission reviewed different evaluation models, not finding many but learning that the one that the Department uses was the most comprehensive. The Chief reminded the Commission that there is language in his contract concerning the evaluation process.

It was agreed that all items on the list of possible Police Commission initiatives would be placed on the agenda to speak about at the next meeting.

### **IX. Adjournment**

**Commissioner Burnham made the motion to adjourn. The motion was seconded by Commissioner Von Dassel. The motion to adjourn the meeting passed with a vote of 7 in favor and 0 against.**

**The meeting adjourned at 9:40 PM.**

*The next regular Police Commission meeting is scheduled for August 22, 2016 at 7:00 PM in the first floor conference room at the Old Saybrook Town Hall.*