

OLD SAYBROOK POLICE COMMISSION

Regular Meeting

August 22, 2016

MINUTES

A regular meeting of the Old Saybrook Police Commission was held on Monday, August 22, 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. July 25, 2016 Regular Meeting

Commissioner Maselli made a motion to approve the July 25, 2016 Regular Meeting Minutes. The motion was seconded by Commissioner Burnham. The motion to approve the July 25, 2016 Regular Meeting Minutes passed with a vote of 7 in favor and 0 against.

Commissioner Coppes stated that when the Freedom of Information representative presented he recalled him suggesting to the Commission to keep the meeting minutes less detailed.

Chairman Stuart stated that it was brought up to keep the minutes less detailed and that the Commission agreed to keep the minutes a bit less detailed but add important conversations.

Commissioner Cooper asked Chief Spera if the handout that was passed out last meeting regarding comparing budget of neighboring towns included fringe benefits in the labor costs.

Chief Spera replied that no fringe benefits were not included in the costs.

Commissioner Cooper asked what the purpose of the handout was.

Chief Spera stated that there was no purpose. He stated that a lot of people, including commissioners, compare Old Saybrook to other towns so he took the liberty of doing the leg work to show the actual comparisons.

Commissioner Cooper read off some statistics regarding other town's budgets, population and land area numbers. He stated that the cost per capital vs cost per area seems higher in Old Saybrook.

Chief Spera replied that what was handed out at the last meeting was only a draft, that he is not done with the analysis, disagrees with his assessment, and that this item is not on the agenda for tonight.

III. **Comments from the Public**

There were no comments from the public.

IV. **Executive Reports**

A. **Financial**

1. **15-16 Operating Budget**

Chief Spera stated that in accordance with the Commission's enforcement last meeting, the 2015-2016 Operating Budget has been finalized. The Department was \$22,639.35 over budget which is 100.70% over last year's approved budget.

2. **16-17 Operating Budget**

Chief Spera stated that nothing much has changed over the past two months. Everything so far is running normal with normal expected expenses.

Vice Chairman Von Dassel asked if the Heating/Oil/A/C line item which is 100% expended is a service contract.

Chief Spera replied that yes \$2,500 was paid from last year's budget and \$2,500 was paid out of this year's budget for the routine service contract that the Department signed.

Commissioner Cooper asked about a warranty on the HVAC system.

Chief Spera stated that the Department has been in the building for about 14 months now so some of the warranties are complete or almost complete. Plus warranties do not cover routine maintenance.

3. **Report of Off Budget Accounts**

Commissioner Cooper asked if Chief Spera could add account numbers to the off budget spreadsheet.

Chief Spera replied no problem.

Commissioner Cooper asked why the \$22,639.35 Operating Budget deficiency can't be taken out of the Police Admin account to eliminate the budget deficit.

Chief Spera stated that the Department cannot use funds properly received in off budget accounts from previous fiscal years to address the 15-16 budget deficient. He did add that the system used this year to offset much of the deficient was his idea presented in Part to the Board of Finance last December.

B. **Administrative**

1. **Personnel Report- Update**

Chief Spera stated that his assistant remains on maternity leave but the Police Officers whose spouses recently have had children are all back at work. Chief Spera stated that Officer Ziolkovski remains out of work in accordance with the motion made at the last meeting.

2. Facility Warranty Work – Update

Chief Spera stated that he is still dealing with the same issues as last month. The armory is still having exhaust issues and the parking lot repairs still need to be rectified. Downes is working on the armory air quality issue and Chief Spera is waiting for the parking lot mock up to be completed but he remains optimistic that all the outstanding issues will be fixed.

3. Activity Report

Chief Spera stated that the activity report was given to the Commissioners as part of their Commission packet.

He stated that there isn't a huge difference in activity during the summer months vs. winter months like it used to be in the past. While there may be more calls for service over the summer, the Department runs pretty consistent over the year due to the service population and that is why additional seasonal staffing has never been requested. .

Commissioner Cooper asked what gets reported to the crime data base.

Chief Spera suggested a NIBERS presentation for the Commissioners so they can get a better understanding of the reporting system and how it works.

Commissioner Maselli stated that the data will never be 100% accurate since it is coded off what dispatch initially imputed. For example a dispatcher could have originally coded a call as a traffic accident but it turned into a fatality.

Commissioner Coppes asked why the summer months aren't busier.

Chief Spera stated that there is a larger resident population during the summer months but that the year round service population is growing each year. The Police Department doesn't police the season they police the entire year. It's hit or miss, there can be many busy days during the summer and many busy days during the winter it all depends on the demands of the public.

4. Legal Traffic Authority Briefing – New Proposed Projects

Chief Spera updated the Commission regarding a couple new projects going on in town. There are plans for a new convenience store where the self serve Mobil is on RT1. There are also plans for Connecticut Sports Foundation which is going in on North Main Street in the old Grouse Perch location. There is a new Bed and Breakfast going in on College Street. He also stated that Post and Main, the new development on North Main Street will be seeking certificate of occupancy soon. The new condo complex on Sheffield Street has already received their certificate of occupancy and owners will start moving in soon.

V. **Reports of Sub Committees / Liaisons**

1. Law Enforcement Personnel Hiring

Commissioner Burnham stated that she will meet with Chairman Stuart after this meeting and pick a date for them to meet.

2. Law Enforcement Fund

Commissioner Burnham stated that there is a new acting president of Police Union so she is hoping that they will be meeting soon.

3. Police Contract Negotiation

There have been no meetings since the last Commission meeting. The next meeting is scheduled for this Monday at 10am.

4. Police Department Study – RFQ/RFP Proposal

Chairman Stuart handed out an overview that he drafted regarding the study and stated that the ad hoc committee consists of himself, Commissioner Cooper and Coppes, Board of Finance members Mr. O’Neill and Ms. Smith Lindley, First Selectman Fortuna and Chief Spera.

Chief Spera asked Chairman Stuart when it became a management study. The handout was worded Management Study.

Commissioner Burnham stated that the motion said operational study.

Commissioner Burnham added that the ad hoc committee is supposed to draft and develop a RFP/RFQ to hand off to the Police Commission. She stated that this ad hoc committee is not picking or interviewing the actual firm.

Commissioner Maselli agreed stating that he was under the impression that after the RFP/RFQ is drafted the police commission will choose the firm.

Chairman Stuart stated that was correct and that is what he intended to write.

Chief Spera added that a rough final draft will be sent out to both unions before the ad hoc committee will finalize the draft and after that the draft will get presented to the Police Commission. If the Police Commission accepts the draft the ad hoc committee’s job is complete. If the Police Commission doesn’t like the draft that the ad hoc committee came up with they can send it back to the ad hoc committee for revisions.

Chairman Stuart stated that he was under the impression that the ad hoc committee would actually do the contract and decide what would be in the contract for the vendor and once the contract was made the ad hoc would be disbanded.

Commissioner Burnham stated that the motions clearly do not state that.

Chairman Stuart stated that he wants the Police Commission to be able to revise the draft should they want to.

Commission Burnham stated that the Police Commission can make revisions as they are the final say.

Commissioner Coppes stated that 7 people in a room to interview a consulting firm seems like a lot of people.

Chief Spera stated that he agrees but added since they are elected officials to the Commission all must be included.

Commissioner Maselli asked Chairman Stuart to name the actual unions instead of just writing "union officials."

Commissioner Cooper asked if there was a time frame for this.

Chairman Stuart stated that he would like to have this drafted by October 1st.

Commissioner Cooper asked what happens if there is a personnel issue within the RFP/RFQ.

Chief Spera stated that you cannot discuss personnel issues in a RFP/RFQ.

Commissioner Burnham stated that is opening the Commission up to a lawsuit.

Commissioner Maselli added that when the study comes back there might be personnel issues that will have to be discussed in executive session but the RFP/RFQ will be looking at staffing levels, scheduling and more.

VI. **Discussion and Possible Action Concerning the Chief's Recommendations for Police Commission Initiatives**

Chief Spera stated that at the Commission's request last meeting, he once again included his proposed list of Commission initiatives in their meeting packets. He stated that he has handed the list out several times over the past year and a half.

Commissioner Burnham asked if the list was in order of priority.

Chief Spera replied they are not.

Chief read off the list and the Commission discussed the proposed initiatives. He added that he would like to put together some workshops for the Commissioners. These workshops would include everything from scheduling to the budget process to what actually happens during a domestic situation.

Chairman Stuart stated that he would like to see one or two people form a committee to work on the top two of three initiatives.

Commissioner Coppes suggested assigning a month to each initiative and getting a presentation regarding them that month.

Commission Maselli agreed and added that on the agendas it should say possible action so the Commission is allowed to take action should they deem it necessary.

Commissioner Maselli and Vice Chairman Von Dassel volunteered to form an ad hoc committee regarding the Police Chief's Evaluation.

Chief Spera stated that, based on the Commission's wishes, the October meeting will include a less than lethal presentation.

Chairman Stuart stated that the Chief will pick the months for the presentations.

Chief Spera asked if he should add a NIBERS presentation.

The Commission decided yes.

VII. **Comments from the Public**

Chris Root stated that during summer months when service population goes up, residents leave and go on vacation. He also stated that body cameras are a great idea but suggested not using the company who supplied and set up the cameras for the building. He also asked why the Police Boat seems to be on the trailer a lot.

Chief Spera stated that the Department has a surplus of gas and that the town is getting charged a storage fee each month so he has given the directive to trailer the boat to bring it to the Police Department to fuel up the boat until the surplus is exhausted.

Fire Department Chief Rankin stated that because the RFP/RFQ study will impact the fire department as there has been mention of Dispatch and other issues he requested that they be consulted before anything is sent out to bid.

Chairman Stuart asked if the ambulance association should be consulted too.

Chief Spera suggested meeting first and figuring out the scope of the study. He added that any public safety agency that might be impacted by the study or its results should be consulted.

VIII. **Comments from the Chief of Police**

Chief Spera stated that the Department is in back to school and school safety preparation mode.

In addition to weeks of roll call professional development, The Department received a presentation from a Lieutenant from Sandy Hook who was one of the first responders to enter Sandy Hook Elementary during the tragedy. The Department is holding active shooter training in our schools on Tuesday August 23rd.

He added that the first citizen's police academy will hopefully take place in the new facility this November, December, January, he will update commission regarding this as more details are ironed out and invited all Commissioners to attend.

Commissioner Coppes asked what the point of the citizen's police academy is.

Chief Spera stated that it gives the residents an opportunity to meet different members of the Department, walk in the steps of a Police Officer, take part in a ride along etc. It's another effort for the Department to be more transparent and perform outreach activities with the residents of Old Saybrook.

Secretary Moran asked if Chief Spera will have an outline for the academy.

Chief Spera stated yes.

Commissioner Cooper stated that he has heard of a lot of towns that do something similar.

Chief Spera stated yes, Old Saybrook hasn't had the facility to host one since moving out of 225 Main Street.

IX. **Comments and/or Concerns from Commissioners**

Secretary Moran asked what the time frame to submit meeting minutes is.

Chief Spera stated that motions must be submitted and posted within 48 hours.

Secretary Moran asked if the minutes can be emailed to him once they are done.

Chief Spera replied yes.

X. **Adjournment**

Commissioner Maselli made the motion to adjourn. The motion was seconded by Commissioner Coppes. The motion to adjourn the meeting passed with a vote of 7 in favor and 0 against.

The meeting adjourned at 8:09 PM.

The next regular Police Commission meeting is scheduled for September 26, 2016 at 7:00 PM in the first floor conference room at the Old Saybrook Town Hall.

Respectfully submitted by:

Jennifer Damato
Records Clerk for the Old Saybrook Police Commission