

## OLD SAYBROOK POLICE COMMISSION

Regular Meeting  
September 26, 2016  
MINUTES

A regular meeting of the Old Saybrook Police Commission was held on Monday, September 26, 2016 at the Old Saybrook Town Hall.

**Present:** Chairman Stuart, Vice Chairman Von Dassel, Secretary Moran and Commissioners Burnham, Cooper 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 7:03PM and led those in attendance in the Pledge of Allegiance.

### II. Minutes

#### A. August 22, 2016 Regular Meeting

**Vice Chairman Von Dassel made a motion to approve the August 22, 2016 Regular Meeting Minutes. The motion was seconded by Commissioner Maselli. The motion to approve the August 22, 2016 Regular Meeting Minutes passed with a vote of 6 in favor and 0 against.**

### III. Comments from the Public

Dick Goduti from the Harbor Management Commission wanted to brief the Police Commission regarding the expansion to the Ferry Road Dock. He stated that part of the expansion will include slips for public safety vessels for a very small fee. He stated that Harbor Management welcomes input on the project.

Chairman Stuart asked why the slips are not going to be free.

Mr. Goduti stated that the slips will be pretty close to free if not free depending on the additions needed.

Commissioner Maselli asked what Harbor Management's time line for the project is.

Mr. Goduti stated the Harbor Commission meets on the second Monday every month and that this project is part of the capital budget for next year so there is plenty of time.

Chairman Stuart asked Mr. Goduti to please keep the Police Commission in the loop regarding the process.

Secretary Moran asked what the budget for the project is.

Mr. Goduti stated that the entire expansion will cost around two hundred thousand dollars. The Police and Fire slips are the variable since they will required infrastructure. The money will be coming from Harbor Managements budget, no tax dollars will be used for the project.

Renee Shippee stated that she needs clarification regarding a couple of items. She stated that she attended the first ad hoc committee meeting and feels that it is not a witch hunt as people have previously said. She also asked where it is mandated that Police Officers have to be working road jobs, why can't the companies hire a flagger.

Chief Spera stated that it depends on the road where the job is taking place and that the State is exempt when they are performing work themselves, on State roads, in Old Saybrook.

Renee Shippee stated she wants to make sure the Town isn't footing the bill for things that they shouldn't be.

Commissioner Cooper stated that he is confused on when companies need to have Police Officers working private jobs vs. flaggers.

Chief Spera stated the Department uses a detailed map of the Town when determining which roads, at specific times of the year, require police officers when there is activity that obstructs traffic. This allows the process to be consistent with all contractors. The Chief added that while there is no contractual language that specifically requires police officers to work these details, it is a very well established past practice, perhaps for over three decades, which would be subject to contractual negotiations should the Town wish to change the procedure.

#### IV. Executive Reports

##### A. Financial

##### 1. 16-17 Operating Budget

Chief Spera stated that the copy of the 16-17 Operating Budget was included in each Commissioner packet. Everything is as explained before. There is nothing that causes any concern for the Chief at this point. He stated that the packets also included a copy of personnel expenditures as of week 12. Again he sees no cause for concern right now. There were no questions.

##### 2. Report of Off Budget Accounts

Each Commissioner was given a handout which stated all off budget expenditures since July 1, 2016 including the account numbers which Commission Cooper requested at the last meeting. The spreadsheet was a copy of the Police Departments internal budgeting system. Each month there is a check and balance with Town Halls printouts. There were no questions.

##### 3. Discussion and Possible Action Concerning Private Duty Invoicing / Fees

The Police Commission was invited to attend a recent Board of Finance meeting where the Outside Job fees were discussed at length. Raising the vehicle charge was something that was brought up. Currently the Police Department charges \$8.00 per hour per vehicle on an outside job. Chief Spera stated that the FEMA reimbursement rate is \$19.75 an hour and when using a formula that uses the IRS mileage reimbursement rate and a Ford engineering Study that equates mileage to idle time is \$17.82 an hour.

Chairman Stuart stated that Chief Spera spoke with a FEMA representative about how the reimbursement rate is calculated. While there is no actual formula, it is based on a national average. He feels much better using the IRS and Ford number as there is logic to where it came from and it's a increase but not as high as the FEMA number.

The Police Commission discussed the different rates.

Commission Cooper stated that he would feel more comfortable trying to figure out what the actual costs of using the vehicle are

Chief Spera stated that the vehicles that are used on private duty jobs are also used a patrol vehicles so that would be very hard to break down.

Chief Spera stated that one of the discussions that he has had with Board of Finance member Brad Thorpe is to keep one or two of the good vehicles and use them only for outside jobs. He is working with the finance director for future fleet options.

Commissioner Maselli agreed with the IRS/Ford rate being the more logical one but stated that his concern is doubling the rate all at one time.

Chairman Stuart asked how many outside job contractors are local smaller to medium companies.

Chief Spera stated that it ranges throughout the year. There are many small local companies and major companies that required the Police Department's services at different times. He would like to send a letter to every vendor and let them know of the price change and give them a grace period. He suggested making the increase effective on January 1<sup>st</sup>, which will allow the Board of Finance to achieve their goal of increasing the vehicle use rate while providing the vendors a grace period to prepare for the January 1<sup>st</sup> increase.

Chairman Stuart agreed with Chief's idea to send out a notice for a January 1<sup>st</sup> price change and asked the Police Commission if they would like to revisit the charge each year.

The Police Commission decided that they would revisit the charges each year as the IRS/Ford rate may fluctuate.

**Commissioner Maselli made a motion that starting January 1, 2017 the vehicle charge for outside jobs will be change to the Ford Fleet hour per mile and the IRS per mile reimbursement rate, with the Police Department sending out letters to all previous contractors letting them know of the price change. Commissioner Burnham seconded the motion. The motion passed with a vote of 6 in favor and 0 against.**

## **B. Administrative**

### **1. Personnel Report- Update**

Chief Spera updated the Commission stating that Mr. Ziolkovski is still out on unpaid sick leave, and that he is working with labor counsel and the Chairman of the Pension and Benefits Board on the matter. He is hopeful that he will be able to return to work soon.

Patrolman Schulz and O'Connor have passed Field Training and are out on their own and doing very well.

Patrolman Kiesel is still on Field Training and he hopes to have him out on his own very soon.

Officer Ciccone was promoted to Patrol Sergeant about a month ago. He has completed his training and is now leading shifts.

Chief's Executive Assistant is still on maternity leave, she will return to work full time mid-October but she has been coming into work for a about a month now, a couple times a week , to help out. The Chief is very eager for her to return.

## **2. Facility Warranty Work – Update**

The parking lot has been fixed and will open officially tonight, September 26<sup>th</sup> at 11:00 PM.

The HVAC unit seems to be working correctly for the first time. Training has been scheduled in order to release the original contractors.

Outstanding issues that still remain are the Milestone camera system, public address system and the interview and interrogation system along with little issues like key fobs not working in certain spots.

## **3. Activity Report**

Chief Spera stated that the activity report was included in each Commissioner packet.

Chairman Stuart asked if there were car break-ins lately.

Chief Spera said there were a few, but not many.

Chairman Stuart asked if, when there are many break ins if the Police Department can put out notice for residents to lock their doors, etc.

Chief Spera stated that yes in the past the Police Department has posted things on Facebook along with press releases and will continue to do so.

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

### **1. Law Enforcement Personnel Hiring**

Chairman Stuart stated that they have no met recently. He will get with Commissioner Burnham to figure out a date that works for them both.

### **2. Law Enforcement Fund**

Commissioner Burnham stated that the last meeting was cancelled but it has been rescheduled and they are meeting on October 3<sup>rd</sup> at 6:30pm.

### **3. Police Contract Negotiation**

Chief Spera stated that at the last meeting things progressed in a positive manner however there is one non-operational sticking point that they are hoping to figure out before arbitration.

#### **4. Police Department Operational Study – RFQ/RFP Proposal**

##### **a. Review of Legal Counsel’s Recommendation**

Chairman Stuart asked that Attorney Cronin issue a legal opinion on the role of the Police Commission and it’s subcommittees in relation to the Operational Study of the Police Department. The Chairman then passed out a letter from Attorney Cronin and asked them to review it as it will be used in the next item on the agenda.

##### **b. Discussion and Possible Action Concerning the Process to Approve the RFP Document and to Select a Vendor to Perform the Operational Study**

Chairman Stuart stated that the ad hoc committee met and there was much discussion on who would do the actual hiring of the professional firm. He asked legal counsel to review the charge. He proposed that the ad hoc committee remain in the position to do what they were tasked with doing. He stated that they ad hoc committee would interview and present their recommendation to the Police Commission. He feels that the Police Commission should take the ad hoc committee’s recommendation.

Commissioner Burnham stated that she doesn’t agree. The Police Commission is elected to oversee the Police Department. She has no problem with the ad hoc committee developing the RFP but doesn’t feel that the hiring process should be done by them.

The Police Commission discussed the ad hoc committee’s purpose.

Commissioner Maselli proposed inviting the ad hoc committee members to participate in the interviews and selection process.

The Police Commission heard from members of the ad hoc committee.

After much discussion, it was decided that there would be no change in the initial charge of the Committee and that the ad hoc committee will still develop the RFP/RRQ and submit it to the Police Commission for approval. Then, the Police Commission along with the members of the ad hoc committee, which include two members of the Board of Finance, Chief Spera and First Selectman Fortuna will grade responses and interview the selected firms. The Police Commission will have the final vote on selecting the firm to perform the study.

#### **VI. Comments from the Public**

Renee Shippee had a question about outside jobs.

#### **VII. Comments from the Chief of Police**

Chief Spera thanked Mr. Goduti for coming to the Police Commission, he stated that he attended the Harbor Commission meeting and wanted to have it on the public record that the Police Department is

not requesting the Town to construct a public safety slip. He has, at the request of the Harbor Management Commission, issued a letter detailing the infrastructure requirements should they build such a dock.

Old Saybrook Family Day was this past weekend and many Police Officers assisted with the event. It was a great day had by all.

He stated that recently all members of the Leadership Team and senior patrol officers attended an in house crime scene investigation course held by Sirche. The Chief reported that this course now allows all Patrol Sergeants to have a competency with crime scene / evidence collection procedures which will allow him to assign any member of the Leadership Team to perform such a task. He added that this marks yet another operational efficacy and reminded the Commission that this was part of his plan when he eliminated the Detective Sergeant Position. The new training room was utilized and money was saved by not having to pay for Officers to fly down, rent a car and a hotel room to attend the class out of state.

Chief updated the Police Commission regarding Dispatcher Rob Dahlstrom leaving the agency. He and his family are moving to South Carolina to be closer to extended family. Rob is a fantastic dispatcher but does so much more for the agency, he took on a lot of administrative work over the years and while Chief Spera is happy he is making this move for his family he will be sorely missed.

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

There were no comments from the Commissioners.

IX. **Adjournment**

**Commissioner Maselli made the motion to adjourn. The motion was seconded by Secretary Moran. The motion to adjourn the meeting passed with a vote of 6 in favor and 0 against.**

**The meeting adjourned at 8:29 PM.**

*The next regular Police Commission meeting is scheduled for October 24, 2016 at 7:00 PM in the first floor conference room at the Old Saybrook Town Hall.*

Respectfully submitted by:

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Jennifer Damato  
Records Clerk for the Old Saybrook Police Commission