

OLD SAYBROOK POLICE COMMISSION
Subcommittee to Create a Draft RFP/RFQ Operational Study Document
Special Meeting Agenda
April 20, 2017
MINUTES

A special meeting of the Old Saybrook Police Commission was held on Thursday, April 20, 2017 at the Old Saybrook Town Hall.

Present: First Selectman Fortuna, Chairman Stuart, Barry O’Neill, Breckenridge Lindley, Commissioner Coppes and Chief Spera were present from the Department of Police Services.

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

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

Chairman Stuart called the meeting to order at 7:03 PM and led those in attendance in the Pledge of Allegiance.

II. **Comments from the Public**

Mike Paradise stated that he is the President of the Dispatcher Union in Old Saybrook and that his Union drafted a letter that he would like to read to the subcommittee. The letter requested a 90 day review period for the Unions to have regarding any RFP/RFQ draft. They feel that 90 days is adequate enough time for legal counsel to review, they also requested that they will be invited to ask questions and give their opinion during a public meeting.

He stated that as a Union they have concerns with the study. They feel that 90 days is a fair and adequate request. They would like to have a solid understanding of where the Dispatchers stand in the process. He stated that many within the Department feel like the study is a witch hunt.

Commissioner Coppes asked what concerns the Dispatchers in the RFP.

Mike Paradise stated the origin of the RFP concerns them. He stated that the idea was brought to the Police Commission by the Board of Finance and that the Board of Finance does not govern the Police Department. He stated that the Police Department is one of the most transparent departments and that change can be good but that it needs to be done for the right reasons.

Chairman Stuart stated that the Police Commission has three members on the subcommittee.

Mike Paradise stated he understood but that the idea came from the Board of Finance.

First Selectman Fortuna stated that Old Saybrook is always looking for efficiencies. Towns sometimes choose to do management studies.

Barry O’Neill stated that the Board of Finance is looking for efficiencies. They are not looking to change anything but they would like to do a cost study since the Police Department is the second biggest cost in town.

III. Review of Changes Made to DRAFT RFP

Chairman Stuart asked if everyone had their chance to review the draft.

The subcommittee discussed the draft RFP.

First Selectman Fortuna stated that there are two options on the table. He stated look at Clinton and Madison. They have 27 and 28 Police Officers respectfully. Commissioner Coppes is always looking to benchmark Old Saybrook to other local towns and that is basically what we have. He stated that he is comfortable with the number of Police Officers Old Saybrook has.

Barry O'Neil stated that he was hoping the draft would be a few less pages. He wasn't looking to go to that extent he said.

Breckenridge Lindley stated that she likes the previous draft. It wasn't as narrowed down. She likes how the Chief added Goals and Objectives but she stated that she doesn't know if that much detail is good.

First Selectman Fortuna stated that detail is good in a RFP. The RFP needs to be relatively specific otherwise you are going to get one bid for \$15,000 and one for \$90,000. He stated that grading and specificity is very important and that everyone needs to be treated equally.

Commissioner Coppes stated that he doesn't understand the scoring process.

Chief Spera stated that is the difference between private sector and public sector.

The subcommittee discussed the grading and the interview process.

Breckenridge Lindley asked why so many other RFP's have been done without so much detail.

Chief Spera asked if they were in state RFP's. He stated that this is not a common thing that has taken place in the State of CT.

The subcommittee discussed RFP vs RFQ's.

Barry O'Neil stated that he will support a RFQ if that will get things going.

First Selectman Fortuna stated that a vendor might be able to help the subcommittee out.

Chief Spera stated that everyone is looking for a different product. Maybe it would be helpful for someone to come in to bring everyone together on the same page.

Chairman Stuart stated that the second RFP is very inclusive. He stated that it details what really makes up a Police Department. Some could be taken off but it should include it. Operations is pretty broad. He stated that the subcommittee would be doing the Town a big disservice by taking out things. He stated that as a group they have to come up with something more solid for what they are looking for.

Chief Spera stated that the focus shouldn't be on the length of the document.

Commissioner Coppes stated that he feels the document is overreaching and that it will make the cost rise.

Chairman Stuart asked if the subcommittee wants to put together an RFP or go back to the drawing board.

Commissioner Coppes asked Chairman Stuart what his opinion is.

Chairman Stuart stated he would prefer to go with the detailed RFP. He stated that it has everything in it.

The subcommittee discussed the next steps in the process should a draft get approved tonight.

IV. **Discussion and Possible Action on the Creating of a Draft RFP/RFQ for a Study of The Department of Police Services' Operations.**

The subcommittee discussed the option of RFQ instead of the RFP.

Chairman Stuart stated that the consensus of the group is to do an RFQ.

First Selectman Fortuna stated that the RFQ is a better way to go.

Chairman Stuart stated that it will give the subcommittee what they are looking for.

V. **Review of the Draft Process**

VI. **Discussion and Possible Action to plan future meeting dates.**

The subcommittee decided the next meeting will be May 4 at 6:30PM.

VII. **Adjournment**

Breckenridge Lindley made a motion to adjourn. Barry O'Neil seconded the motion. The motion to adjourn passed with a vote of 6 in favor and 0 against.

The meeting adjourned at 8:26 PM.