

OLD SAYBROOK POLICE COMMISSION

Special Meeting
February 6, 2017
MINUTES

A special meeting of the Old Saybrook Police Commission was held on Monday, February 6, 2017 at the Old Saybrook Town Hall.

Present: First Selectman Fortuna, Chairman Stuart, Commissioner Cooper, Chief Spera, Lieutenant Roche, Breckinridge Smith Lindley and Barry O’Nell were present.

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 7:03 PM and led those in attendance in the Pledge of Allegiance.

II. Comments from the Public

There were no comments from the public.

III. Continued Discussion on the Creation of a Draft RFP/RFQ for a Study of the Department of Police Services’ Operations.

Chairman Stuart opened the meeting by handing out an email that Commissioner Coppes sent him regarding him not being able to attend the meeting but stating what he is looking for in the RFP. He allowed the subcommittee to read the email.

Chairman Stuart then asked members for their comments on the draft proposal.

Barry O’Nell handed out a piece of paper with a paragraph typed on it regarding what he is looking for from the study. He stated that he wanted to keep it simple and that he doesn’t want to spend all day at the meeting. He wants to get the RFP out and get some proposals back in.

Commissioner Cooper stated that he wants to know how the Department can improve efficiency. He wants to know if the size of the Old Saybrook Police Department is the proper size for the town.

Breckinridge Lindley Smith stated that she agrees with Barry and Bryan Coppes. She is looking for an efficiency overview she stated.

Chief Spera wanted to clarify that it would be an analysis of staffing not an analysis of the Chief.

First Selectman Fortuna stated that he will narrow the original draft down a little bit but that the bones are already there. He stated that it comes down to the tasks and simplifying them.

Breckinridge Smith Lindley stated that she feels Barry’s paragraph sums everything up.

Chief Spera stated that an analysis of staffing and how tasks are divided up is great but what are they doing to benchmark it to. Comparing Old Saybrook to other towns is a nice fact to know but it doesn't help to create any efficiencies.

Barry O'Neil stated that consultants have done this before.

Chief Spera asked what specifically is the subcommittee looking to benchmark to.

Chairman Stuart stated national standards. He stated that the Commission can ask the consultants during the interview what standards they intend to use.

Breckinridge Smith Lindley stated that it is the same as benchmarking high schools.

Chief Spera stated that that is done by using national standards. They do not compare high school to high school.

Commissioner Cooper stated that they should compare Old Saybrook to other towns with similar characteristics.

Barry O'Neil agreed stating similar size and demands.

Chief Spera stated you cannot compare department to department when it is unknown if they are operating efficiently or not.

Chairman Stuart stated that the subcommittee can use Barry's paragraph and add on to it. During the interview process the Commission can ask them what methodology they will use.

Chief Spera asked the subcommittee if the RFP is focused on staffing.

The subcommittee stated that it is focused on staffing, management and more.

Chairman Stuart stated that this study is not about if the Chief is doing a good job or not.

Chief Spera stated that he wanted to reiterate that this is not a personnel evaluation for anyone within the Department.

Chief Spera stated that a RFP needs to be specific.

Chairman Stuart asked the subcommittee if they want the RFP to be specific or to keep it general.

The subcommittee agreed to keep it general.

First Selectman Fortuna stated that with RFP's you have to be specific to get what you are looking for.

First Selectman Fortuna stated that he will redo the draft and the subcommittee can review it next meeting. Everyone on the committee was on the same page for task number 1.

Chairman Stuart stated that First Selectman Fortuna will come up with a draft that includes Commissioner Coppes email points and the things that are in task 1 already.

The subcommittee discussed how much detail they need to put in the RPF.

First Selectman Fortuna stated that when you put out a request for a proposal you have to assign some tasks. He stated that he has been thru enough RFP's to know that you do need to add specificity.

Chief Spera asked the subcommittee what their expectations are regarding the RFP.

Chairman Stuart stated an analysis of organization structure and management of the Police Department.

The subcommittee moved on to task 2 which was regarding finances.

Chairman Stuart asked if the subcommittee wanted to focus on anything there.

Barry O'Neil stated no.

First Selectman Fortuna stated that somethings that are in described in task 2 that are important.

Chairman Stuart stated that adding task 2 won't add a lot of money to the proposals and that it is worth doing it.

First Selectman Fortuna stated that he will put together a draft RFP for the subcommittee to review at the next meeting.

IV. **Discussion and Possible Action to plan future meetings dates.**

The subcommittee decided to meet again on March 6 at 7pm. The second floor conference room has been secured for the meeting.

V. **Adjournment**

Breckenridge Smith Lindley made a motion to adjourn. The motion to adjourn was seconded by Commissioner Cooper. The motion to adjourn passed with a vote of 6 in favor and 0 against.

The meeting adjourned at 8:29

The next regular Police Commission meeting is scheduled for February 27, 2017 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