

## BOARD OF POLICE COMMISSIONERS

MINUTES of the Meeting of the Board of Police Commissioners held at the Southington Police Department Conference Room on April 14, 2011.

The meeting is called to order by Chairman Verderame at 6:00p.m. Commissioners Bedard, Della Vecchia, and Pestillo were present.

Chief Daly, Captain Simone, and Captain Palmieri were present.

The Pledge of Allegiance was led by Commissioner Della Vecchia.

Commissioner Verderame called for a motion to approve the minutes of the Regular Meeting of March 10, 2011.

Motion made by Commissioner Bedard to approve the minutes of the Regular Meeting of March 10, 2011, seconded by Commissioner Della Vecchia. All in favor. Motion passes.

Approval of Bills. Chairman Verderame called for a motion to approve payment of bills presented by Chief Daly and reviewed by the Commission. Motion made by Commissioner Della Vecchia to pay said bills, seconded by Commissioner Pestillo. All in favor. Motion passes.

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TOWN OF SOUTHINGTON

APR 19 2011

2:30 M  
By Lester H. Cotton  
Town Clerk

## Report to the Commissioners by Chief Daly

- A. Policies. Chief Daly presented the revisions and additions to four of the General Orders to the Commission. General Order 100-1.2 “Limits of Authority”; General Order 100-2.1 “Jurisdiction and Mutual Aid”; General Order 100-1 “Law Enforcement Functions”; and General Order 100-50 “Uniforms and Equipment” came before the Commission for the respective changes.
  
- B. Building Maintenance. Captain Simone elaborated on the current problems with the facility including the exhaust fan and eye wash station in the sally port, the repairs to the oil tank, and the communications room air conditioning. To date the exhaust fan has been fixed. Captain Simone is presently in contact with the Town Engineer regarding these issues and all information has been submitted to the Building Maintenance Committee.
  
- C. Training. Captain Simone passed out an informational sheet showing officers training schedule from February through May of 2011 including EMR, Review Training, and the Spring Firearms Training. Chief Daly shared information he learned through the Connecticut Police Chief’s Association regarding a proposed change to the State Budget that may affect the town fiscally with regard to the Officer’s Training.
  
- D. Police Officer Vacancy. Chief Daly stated that there is a vacancy on the force that he would like to fill with a new hire supernumery which would be effective upon his successful completion of his FTO program by May. He has asked the Commission consider this full time position.

- E. Parking Tag Appeals. Four appeals were presented to the Commission for consideration which included issues such as overnight parking, the plowing of snow into the roadway by a homeowner, and handicapped parking.
  
- F. 2010-2011 Budget. Chief Daly discussed the continuous monitoring of the departments spending which has enabled the organization to stay on track with no foreseen requests for major added appropriations.
  
- G. 2011-2012 Budget. Chief Daly reviewed the approval of the budget by the Finance Board which will now move forward with no major reductions having been implemented.

At this time Chief Daly announced that Officer Michael Kahn received the Kiltonic Post 72 American Legion Award. A dinner will be held on Saturday April 16, 2011 in his honor.

- H. Activity Report, March. Captain Palmieri gave an overview of March's monthly report including drug arrests, dui arrests, parking tags, and cell phone violations. He continued stating that NIBRS is down 28% which is in line with national trends. Captain Palmieri announced that Officer Chad Butler and Officer Dave Carbone are the recipients of the MADD Awards in 2010 for their volume of DUI Arrests. He continued stating the department is gearing up for summer with the implementation of the ATV's, bikes, and T3 for the monitoring of various areas in town.

Commissioner Communications. Commissioner Pestillo announced Medication Take Back Day is scheduled for April 30, 2011 adding that signs are going up around town, interest is growing and the town of Bristol will be attending.

Public Communications. George Pohorilak and Sharon Neupaver addressed the Commission with regard to a new program being implemented to aid citizens with special needs. As a member of CERT, and in concert with the Commission on Disabilities, an informational meeting was held with members of the Police Department on creating a partnership in the area of emergency notification for persons with disabilities in town. The Board appreciated the input and has agreed to a committee being formed with the Police Department, CERT, the Commission on Disabilities, Fire Department, and any and all other departments which would be advantageous to this program. A handout was provided to the Commission.

Art Cyr addressed the Commission on four different topics the first being the Grand Opening of the Rails to Trail being held on June 4, 2011. He informed the Commission the Chamber of Commerce and the Rails to Trail Committee had invited the Governor as well as numerous state officials to the opening. As this information was not previously known to the Department, the issue of police presence that day needs to be addressed. Mr. Cyr continued with the Parking Authority's latest refusal of overnight parking in the municipal lot. On another topic he suggested that due to the Building Committee's cancellation of meetings an alternative would be to contact the Public Works Committee. In end, he requested a speed limit sign be put on Berlin Ave.

## Old Business

- A. Action on Policies. Motion was made by Commissioner Bedard to accept the additions and revisions to General Orders 100-50, 100-1.2, 100-1, and 100-2.1, seconded by Commissioner Della Vecchia. All in favor. Motion passes.

B. Action on Patrolman Vacancy. Motion made by Commissioner Pestillo to approve the hire of Justin Armack to fill the full time officer's position upon his successful completion of his FTO program, seconded by Commissioner Bedard. All in favor. Motion passes.

C. Action on Parking Tag Appeals.

Parking Tag 9828 – Motion to rescind made by Commissioner Bedard, seconded by Commissioner Della Vecchia. All in favor. Motion passes.

Parking Tag 3786 – Motion to rescind made by Commissioner Bedard, seconded by Commissioner Della Vecchia. All in favor. Motion passes.

Parking Tag 9202 – Motion to let stand made by commissioner Bedard, seconded by Commissioner Pestillo. All in favor. Motion passes.

Parking Tag 4447 – Motion to rescind made by Commissioner Della Vecchia, seconded by Commissioner Bedard. All in favor. Motion passes.

All Other Business.

None.

Motion made by Commissioner Della Vecchia to adjourn the Regular Meeting and go immediately into Executive Session including Chief Daly, Captain Simone and Captain Palmieri for the purpose of discussing Contractual and Personnel issues, seconded by Commissioner Bedard. All in favor. Motion passes at 7:15 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Carol Hageman". The signature is written in a cursive style with a large, looping initial "C".

Carol Hageman

Recording Secretary

BOARD OF POLICE COMMISSIONERS

April 14, 2011

Chairman Verderame called the Executive Session to order at 7:15 p.m.

Motion made by Commissioner Della Vecchia to adjourn the Executive Session and go back into Regular Session, seconded by Commissioner Pestillo. All in favor. Motion passes.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Carol Hageman", with a long horizontal flourish extending to the right.

Carol Hageman

Recording Secretary

BOARD OF POLICE COMMISSIONERS

April 14, 2011

Regular Meeting after Executive Session

Chairman Verderame called the Regular Meeting after Executive Session to order at 7:40 p.m.

Present: Commissioners Bedard, Della Vecchia, and Pestillo, Chief Daly, Captain Simone, and Captain Palmieri.

Chairman Verderame called for a motion to adjourn.

Motion to adjourn made by Commissioner Della Vecchia, seconded by Commissioner Pestillo.

Meeting adjourned at 7:40p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Carol Hageman", with a long horizontal flourish extending to the right.

Carol Hageman

Recording Secretary

# **TOWN OF SOUTHTON**

## **COMMISSION ON DISABILITIES AND COMMUNITY EMERGENCY RESPONSE TEAM (CERT)**

DATE: NOVEMBER 30, 2010

DRAFT VERSION 1.1

SPECIAL NEEDS REGISTRY

### **STATEMENT OF NEED**

Emergency Management requires that the planning for all citizens in every community be taken into consideration. Those individuals who have special needs and are considered to be vulnerable or at risks during and following an emergency event must be provided for during the planning process in preparation for emergencies and during responses to emergency events. The development of a special needs registry is key to providing communications to the special needs community.

### **GOAL:**

The development of a special needs registry for the Town of Southington that will allow for the notification of those individuals with special needs in the event of an emergency and will also provide emergency responders with the information they need to assist those individuals during emergency events.

### **OBJECTIVES**

#### **1.0 Development of Special Needs Registry Process**

##### **1.1 Development of the Survey Form**

**1.1.1 Determination of what criteria will be used for inclusion into the registry**

**1.1.2 Determination regarding temporary disabilities**

**1.2 Determination of what data base software will be used**

**1.3 Determination of what computer resources will be needed**

- 1.4 Survey Distribution process
  - 1.5 Update Process
    - 1.5.1 Determination of who will do updates
    - 1.5.2 Determination of frequency of updates
  - 1.6 Determination of primary agency for housing of the registry
  - 1.7 Development of GIS functions for the registry information
  - 1.8 Legal review of the registry form and process
  - 1.9 Interface with State 9-1-1 to provide for common form
  - 1.10 Development of Confidentiality statements/privacy protocols
- 2.0 Provide for input from stakeholders in the special needs community
- 2.1 Town of Southington Commission on Disabilities
  - 2.2 Town of Southington Community Emergency Response Team (CERT)
  - 2.3 Southington Police Department
  - 2.4 Southington Fire Department
  - 2.5 Southington Health Department
  - 2.6 Southington Engineering Department (Geographic Information Systems)
  - 2.7 State of CT DDS
  - 2.8 State of CT DPS
  - 2.9 State of CT DEMHS
  - 2.10 State 211
  - 2.11 Commission on The Deaf and Hearing Impaired
  - 2.12 Southington Faith Based Organizations
  - 2.13 Southington Board of Education
  - 2.14 Southington VNA
  - 2.15 Southington Red Cross
  - 2.16 Utility Providers/Community Access TV
  - 2.17 Southington Veterinary Services
  - 2.18 Southington Media Outlets
- 3.0 Development of a training modules – public education
- 3.1 Training of data entry staff
  - 3.2 Training of Public Safety Answering Point personnel

- 3.3 Development of a media – public education program
  - 3.3.1 Preparation of information materials for the public
  - 3.3.2 Preparation of Power Point Presentations
- 4.0 Development of clear understanding of expectations for registrants
  - 4.1 Confidentiality of information
  - 4.2 Continued need for personal preparedness
  - 4.3 Clear understanding of the limits of liability for the Town
  - 4.4 Clear understanding that the information is only for emergency assistance
  - 4.5 Clear understanding that the information will not be disseminated
  - 4.6 Clear understanding of HIPPA rules
- 5.0 Development of Registry Budget
  - 5.1 Printing of Forms
  - 5.2 Mailing of Forms
  - 5.3 Computer Cost
  - 5.4 Software Cost
  - 5.5 Media-advertising cost
  - 5.6 Staff cost for non-volunteers
- 6.0 Funding
  - 6.1 Grants from the state
  - 6.2 Grants from the Federal Government
  - 6.3 Grants from private entities
  - 6.4 Town Budget Funds
- 7.0 Long term agreements for sustaining the registry
  - 7.1 Memorandum of Understanding with host agency
    - 7.1.1 CERT/Southington Disability Committee
    - 7.1.2 Southington Disability Committee/Southington PD
    - 7.1.3 Southington PD/CERT
  - 7.2 Memorandum of Understanding with other agencies
    - 7.2.1 Regional Planning Agency
    - 7.2.2 State of Connecticut DPS/OSET
  - 7.3 Establish long term funding strategy

# SPECIAL NEEDS REGISTRY

## FREQUENTLY ASKED QUESTIONS (FAQS)

### **What is a special needs registry?**

A special needs registry is a database that contains information that will assist emergency responders may need when responding to emergencies at the homes of individuals who have special needs.

### **What type of information would be in a special needs registry?**

The registry may have information regarding physical or cognitive disabilities that individuals may have that would require emergency responders to have additional or special resources when responding to an emergency.

### **Is this the same as the 9-1-1 special needs information that the state collects?**

The Southington special needs registry will collect that information as well as provide it to AT&T for inclusion into the state 9-1-1 data base, but the Southington registry will collect additional information that will assist local emergency responders.

### **How is the special needs registry information gathered?**

The information is provided by individuals on a voluntary basis by completion of a two page form.

### **Where is the information kept?**

The information will be part of public safety answering point (9-1-1 center) data bases; it is kept in secure computers that are only accessed by public safety answering point personnel in the event of an emergency.

### **What measures are used to keep the information private?**

The public safety answering point is, by law, a restricted area with access limited to authorized personnel who have had background checks. No information at the public safety answering point can be accessed by hacking into the systems as it is not an internet based system.

### **Is there a charge for having information in the system?**

No the service is free of charge to all individuals.

### **How would someone make a change to the information provided?**

Change forms will be provided, additionally once a year a letter will be sent to those who have entered data into the system asking if the information is still current or needs to be updated.