

BOARD OF POLICE COMMISSIONERS MEETING
July 11, 2013 at 6:00 p.m.
Southington Police Department
69 Lazy Lane
Southington, CT 06489

Chairman Richard Montague, PhD called the meeting of the Board of Police Commissioners to order at 6:00 p.m. at the Southington Police Department, 69 Lazy Lane, Southington, CT with the following in attendance:

Commissioner James Verderame, Sr., Commissioner Nicholas Depaola; Commissioner Sharon O'Brien; and John F. Daly, Chief of Police.

Administrative staff in attendance:

William Palmieri, Administrative Captain
Lieutenant Lowell DePalma, Operations
John Suski, Master Sergeant
Micheal Kahn, Master Sergeant

Richard Montague, PhD, Chair, presiding:

1. **Pledge of Allegiance.** The Pledge of Allegiance was recited by everyone in attendance.
2. **Approval of Minutes** from the previous meeting, June 2013.

Commissioner Depaola made a motion to approve the minutes of the June 2013 meeting. Commissioner Verderame seconded. Motion passed unanimously on a voice vote at 6:01p.m.

3. Communications.

a. Communications from the Public

Art Cyr of 103 Berlin Ave., Southington, CT attended the meeting to state the following:

He states that he had the pleasure of driving the Apple Harvest road race path with Lt. DePalma this past week. He is amazed and anxiously awaiting the final results, probably in August or September.

b. Commissioner Communications

None.

4. Chief Jack Daly's Report to Commission.

Chief Daly discussed thank you letters received with respect to several officers. He also received a letter from the University of Louisville with respect to Cpt. Pocock's Dean's Scholar recognition and certificate. Lastly, he received a congratulatory letter to himself from Senator Markley.

Chief Daly discussed how he was contacted regarding speeding bicycles on Rails to Trails. Officer Gallo looked into it. There has been discussion as to whether or not there should be a speed limit similar to what Cheshire has. The Police Department is in the process of looking at this.

The IACP (International Association of Chiefs of Police) convention will be held in Philadelphia, PA on October 19 – 23rd.

The Middlebury Police Commission Chairman asked Chief Daly to help them with their search for a new police chief. He went to Middlebury Monday evening to discuss a few things they need to do to get the ball rolling. He is assisting them on an as needed basis.

Chief Daly states that, earlier today, he went to the American Legion 95th Department Convention in Rocky Hill to witness Sgt. Egan being named Officer of the Year by the American Legion. It was quite an honor and Sgt. Egan did a great job.

5. Administrative Report by Captain Palmieri

a. Accreditation; Evaluation General Order

Cpt. Palmieri states that they submitted a General Order evaluation to the Commission for review. He thanks the Commission for their feedback on it and also thanks Master Sgt. Suski for being instrumental for developing the form and the General Order. The end product is very good.

Commissioner Depaola made a motion to approve the edited version of the Accreditation General Order. Commissioner O'Brien seconded. Motion passed unanimously on a voice vote at 6:06 p.m.

b. Budget Information

Cpt. Palmieri states that they are in the process of closing out the fiscal year of 2012/2013. They saw a reduction in overtime; approximately \$56,596 from fiscal year 2011/2012, which is a positive trend. They did have to transfer in over \$90,000 to meet that goal, but are moving in the right direction. He is also beginning to prep for the upcoming fiscal year 2014/2015 and working on that budget and currently managing the current 2013/2014 budget.

Chairman Montague, PhD inquires as to whether the management meeting with the staff with respect to the budget has been scheduled yet. Cpt. Palmieri confirms that they do not have a firm date for the meeting yet, but it will probably be after Labor Day.

c. Information Technology

Cpt. Palmieri states that the new computers are in. They have 52 total computers in the department. They are working on getting the new computers up and running. They will work on the rest of their computer plan which will be submitted to the Commission in October to cover the servers, department laptops, desktops and in-vehicle laptops.

Short discussion with respect to whether or not they can purchase a police vehicle with the computer already in it. The vehicle computers are paid for from a separately budget line. Chairman Montague, PhD and Commissioner Verderame suggests that the price of the computer be included in the overall price of the vehicle and not taken from a separate line of the budget to get a realistic idea of what it costs to run a police vehicle. Commissioner Verderame believes that any cost affiliated with getting a car on the road should be included as a total cost of that car.

Short discussion between Commissioner Depaola, Cpt. Pamieri and Chief Daly regarding Cruiser #8 and what is needed in new police vehicles.

Commissioner Depaola inquires as to how they are doing with the committee that's meeting on the air conditioning issues. Cpt. Palmieri states that they have a maintenance contract secured with the company and are trying to connect two dates when Perfectemp and the other company can meet and do a complete walk of the building and look at all the systems. Cpt. Palmieri confirms that they are on the right track.

6. Operations Report by Lieutenant DePalma

a. CAD Working Group.

Lt. DePalma states that they have been looking at the CAD system in regard to efficiency in collecting data. A working group was formed which was made up of Cpt. Pocock, Lt. DePalma, dispatchers, members from IT, and Master Sergeants so that they can get different opinions on how to improve the system. A few things came out of that with respect to making things more efficient. First, the data needs to be captured correctly from the original call from the dispatchers when talking with the public and coding it correctly. Second, they need to incorporate some type of narrative into the system. Third, the officers need to be able to clear the call correctly and update the narrative so people know what's going on. Lt. DePalma gives the example of a public hazard call of a limb in a roadway and how it should be handled correctly. Having the dispatchers be more specific in narrative i.e. saying "a limb in the roadway" rather than "a public hazard" and the officer updating the report correctly. With every step done correctly there is more efficiency. Chairman Montague, PhD inquires about medical call information being automatically placed into the CAD entry narrative and the CAD process under review. Lt. DePalma explains that medical information is transferred from a different program into the CAD entry as a Dispatcher processes the medical call.

b. Central Business Alliance Plantsville Walk Through.

Lt. DePalma states that we are trying to continue to have a good relationship with the business community. The business leaders in Plantsville invited them to go on a walk-through in downtown Plantsville on June 20th. There were members of the Chamber of Commerce, economic development, parking authority, a reporter and Representative Zoni were there to look at the condition of Plantsville. The police department role has more to do with safety and parking issues and condition of the sidewalks, etc. The committee would like to do a renaissance like what was done in downtown Southington. The PD's concerns are whether they need on-street parking or not, raising the crosswalk, etc. The grant(s) are pending and Lt. DePalma does not know where they stand with the grant(s).

Commissioner Depaola notes that he is concerned that, if they widen the roads, there will be a lot of snow to plow and where this extra snow would go. That might be a safety hazard. Lt. DePalma also notes that there may be more restaurants also with sidewalk dining which will need to be reviewed also.

c. Italian Festival.

Last week Lt. DePalma met with the Italian Festival Committee downtown and confirmed that there are not many changes from last year. The festival will be held July 26 – 28th. They will have same food, hours and location. Parking restrictions will be in effect and be posted in the paper ahead of time so people are aware. There will not be a carnival this year.

d. July 4, 2013 Statistics.

Lt. DePalma confirms that the stats run from Wednesday, July 3rd to Sunday, July 7th. There were 621 calls for service. 9 accidents on the roadway. 9 accidents in parking lots. 81 motor vehicle stops out of which 2 were DWI arrests. 19 motor vehicle arrests. 13 fireworks complaints. 10 criminal arrests. It was steady but not too crazy.

e. Internship Program.

Lt. DePalma states that the PD has an intern from Western New England College, Springfield, MA. The intern is looking to get his degree in criminal justice and he needs 120 hours. There are a lot of things he cannot do since he would need a certification to work certain equipment, however, he is able to shadow most departments. He was in the dispatch center, patrol division/cruiser, detective division, court liaison, training unit, IT unit, records department and traffic division. He got a good overall feel of how a police department works.

f. Explorer Academy.

Lt. DePalma states that the Explorer Academy is coming up and is set up for young people 14 – 21 years of age. The Academy will be July 28th through August 3rd. August 3rd is their graduation date and will be at the University of Hartford. 11 members are going up there. They are pretty excited about that. The Academy has six different levels: Basic, Advanced, Practical Skills, Mock Police Department, Career Development and Mountain Bike phase. A

young person can go through Explorers for six years. Each year they go is a different level more advanced than the last. The kids have a great time. There are almost 400 kids that attend. They learn basically everything a police officer would learn. At night they have entertainment for the kids also, which helps with bonding. By the time they are done they have a feel of what it's like to train to become a police officer. But, by far, they like going to the police department the best. Some of the kids come from some hard places and sad situations, so it's nice to be able to provide this to them. Lt. DePalms offers the Commissioners to visit the Explorer Academy to visit and have lunch with the kids.

7. Bills Submitted for payment

Commissioner Depaola made a motion to approve the bills as submitted. Commissioner Verderame seconded. Motion passed unanimously on a voice vote at 6:30 p.m.

8. New Business budget

a. Parking Tag #11921 Review Captain Palmieri

Commissioner Depaola made a motion accept the Tag Report as submitted by Captain Palmieri. Commissioner Verderame seconded. Motion passed unanimously on a voice vote at 6:32 p.m.

9. Old Business

None

10. All other business deemed proper and appropriate to be brought before the Board at this time.

Motion to enter into executive session was made by Commissioner Depaola excluding the public and press for the purposes of personnel and contractual issues. Included in executive session were Captain Palmieri and Lieutenant DePalma. Commissioner O'Brien seconded. Motion passes unanimously on a voice vote at 6:33 p.m.

Whereupon, The Commission went into executive session at 6:33 p.m.

Executive Session

The Southington Board of Police Commissioners entered executive session immediately following their regular meeting with the following in attendance in order to discuss personnel and contractual issues:

Chairman Richard Montague PhD, Commissioner James Verderame, Sr., Commissioner Nicholas Depaola, Commissioner Sharon O'Brien and John F. Daly, Chief of Police

Administrative staff in attendance:

William Palmieri, Administrative Captain
Lieutenant Lowell DePalma, Operations

No motions were made or votes taken during executive session.

Commissioner Verderame made a motion to return to public session. Commissioner Depaola seconded. Motion passed unanimously on a voice vote at 6:50 p.m.

Executive session was adjourned at 6:50 p.m.

Regular session

Commissioner Verderame made a motion to adjourn the Board of Police Commissioners Meeting. Commissioner Depaola seconded. Motion passed unanimously on a voice vote at 6:52 p.m.

Meeting was adjourned at 6:52 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Jodi Lapreay".

Jodi Lapreay
Recording Secretary