

BOARD OF POLICE COMMISSIONERS MEETING
November 13, 2014 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, and John F. Daly, Chief of Police.

Administrative staff in attendance:

William Palmieri, Administrative Captain
Lowell DePalma, Operations Captain

Richard Montague, PhD, Chair, presiding:

1. **Pledge of Allegiance.** The Pledge of Allegiance was recited by everyone in attendance.

1a. Chairman Montague added election of officers to the agenda under 1a.

Election of Officers: Commissioner DePaola made a motion to keeping the same Board of Police Commissioners officers. Commissioner Verderame seconded. Motion passed unanimously on a voice vote.

2. **Approval of Minutes** from the previous regular meeting, October 2014.

Commissioner DePaola made a motion to approve the minutes of the October 2014 meeting. Commissioner Verderame seconded. Motion passed unanimously on a voice vote.

3. **Communications.**

- a. **Communications from the Public**

Art Cyr of 103 Berlin Ave., Southington, CT spoke about the following:

Mr. Cyr states that he noticed the burnt out street lights are being replaced with LED lights (as on Lazy Lane and Academy). He notes that the Town does not own the street lights on Route 10, Meriden Waterbury Turnpike, West Street, etc. therefore do not need to be reported. Chief Daly states that the Department does check them on a monthly basis and reports them to the Engineering Department. It's a cooperative effort. Chief Daly also relays that there has been a complaint that the new LED lights are too bright.

b. **Commissioner Communications** None.

4. Chief Jack Daly's Report to Commission.

Chief Daly stated that he attended the annual IACP conference in October which was held in Orlando, FL. It was a very informative conference and he will get credit for all of the classes he attended.

Officer Gallo and Master Sergeant Kahn will be conducting the annual gift drive on December 13th at Walmart on Queen Street. The gifts will be distributed by the Department of Social Services to Southington families in need.

The CPCA winter meeting and expo will be held on Thursday, December 11th in Cromwell, CT.

Chief Daly is sad to report that Officer Tom Petro will be retiring after 26 years of service. Chief Daly relayed Officer Petro's retirement letter. The Department is sad to see Officer Petro go, but wishes him the best in his future endeavors.

5. Bills Submitted for payment

Commissioner Verderame made a motion to approve the bills from October 2014 as submitted. Commissioner DePaola seconded. Motion passed unanimously on a voice vote.

6. Administrative Report by Captain Palmieri

a) General Order Review.

1. 600-03 Juvenile Matters

Commissioner DePaola made a motion to approve the Juvenile Matters General Order as submitted. Commissioner Verderame seconded. Motion passed unanimously on a voice vote.

2. 600-06 Police Vehicle Operations

Commissioner DePaola made a motion to approve the Police Vehicle Operations General Order. Commissioner Verderame seconded. Motion passed unanimously on a voice vote.

3. 700-01 Internal Affairs

Commissioner DePaola made a motion to approve the Internal Affairs General Order. Commissioner Verderame seconded. Motion passed unanimously on a voice vote.

4. 2015 Meeting Dates

Commissioner Verderame made a motion to approve the proposed dates of the 2015 Board of Police Commissioners meetings as presented by Captain Palmieri. Commissioner DePaola seconded. Motion passed unanimously on a voice vote.

7. Operations Report by Captain DePalma.

a. All-Hazards School Security and Safety Plan.

Captain DePalma relays that the All-Hazards School Security and Safety Plan will be modeled after the states recommended outlines. This will be the Southington school system's approach to emergency management and operations before, during, and after an incident.

A committee was formed to oversee the logistics and completion of tasks. A member of The Southington Police Department sits on this panel.

The committee has met approximately 6 times so far and during those meetings several items have been accomplished:

- 1.) A Summary of Natural and Human made Hazards in or around the school community was filled out for each public school in the district
- 2.) New language was adopted for school emergencies. This is the same language that is being used statewide.
- 3.) The plans and language were rolled out to all of the building administrators and administrative staff from central office on Nov. 5th
- 4.) School Building Vulnerability Assessments were begun with the help of a member of the Southington Police Department.

This will be an ongoing process:

- 1.) Each of the School Building Vulnerability Assessments has to be reviewed by the member of The Southington Police Department that sits on this committee and then signed off.
- 2.) Each time a lock down drill is performed a member of Law Enforcement has to be present to sign off and critique it.
- 3.) Reunification sites have to be established and all of the building staff has to be brought up to date with the new emergency procedures.
- 4.) Both the School Building Vulnerability Assessments and the Summary of Natural and Human made Hazards have to be updated every two years.
- 5.) Dispatch and members of Southington Police Department have to be trained on new language and lockdown protocols.

b. Ebola readiness and response.

Lieutenant DePalma relays that the Southington Police Department has been actively working with the Southington Health Department on an emergency response to Ebola with an incident action plan. The overall objectives are to ensure the safety of all patients, responders and residents of Southington, prevent the spread of Ebola, ensure that all scenes and equipment have been properly secured or disposed of, provide information and expertise to healthcare partners, and provide a systematic process for responding to Ebola patients.

The Department is working closely with the following agencies and departments: the Town Manager, Fire Chief, AMR, Assistant Town Manager/Town Attorney, Director of Public Health, representatives from Bradley, and the Superintendent of Schools.

The Department has identified that one of the most critical areas regarding this issue, is in their dispatch center. The dispatch center has been introduced to Ebola screening questions which were put into our emergency dispatch system. If a caller states that he has flu like symptoms, general weakness, etc. additional questions such as "do you have a fever, nausea, vomiting or diarrhea; have you had residence in, travelled to or through any country in West Africa; have you had any contact with an infectious individuals from West Africa?"

Even though it may be obvious, having the most important information at the time of the original call is critical to ensure the best care for the patient, protection of our personnel, and protection of the public at large. The plan is still in draft form and they will continue working closely with the Health Department and update the commission on any important information.

c. Awards received from the Department of Transportation.

Lieutenant DePalma relays that the first award is for the 2013 Connecticut Law Enforcement Challenge. The Department of Transportation (DOT) awarded the Southington Police Department with an Honorable Mention for our traffic safety and enforcement efforts. The Connecticut Law enforcement Challenge breaks down traffic safety into the following areas: Policies and Guidelines; Training of Officers; Incentives and Recognition, Public Information and Education; Enforcement Activity; and Effectiveness of Efforts.

The DOT reviewed their General Orders, training in the area of traffic, any traffic enforcement efforts including Click it and Ticket efforts, DUI efforts, directed enforcement efforts, public education campaigns, and officer recognitions. After the DOT reviewed their submission, they were awarded with this honorable mention.

They were also given a second award for The State's Best Overall Child Passenger Safety Program. The Child Passenger Safety Program checks between 300 and 400 child seats each and every year through regular appointments and two large scale clinics. The Southington Police Department currently has five Certified Technicians (Karen Apicella, Lauren Barse, David Carbone, Don Mackenzie, and Tom Atterrato). The Department also has a certified instructor (Officer Tom Gallo), who administers the program.

d. Elks Public Safety Award Recipient Officer Thomas Gallo.

Lieutenant DePalma relays that Officer Tom Gallo is being honored with the ELKS Public Safety Award on Thursday November 20, 2014 at the Elk's Lodge in Southington. The Social hour starts at 6:00 pm and the Dinner will begin at 7:00 pm.

Officer Gallo was hired by the Southington Police Department as a Supernumerary officer In October of 1989.

In June of 1990 he was hired as a full time officer and was assigned to the patrol division investigating and responding to numerous cases.

In 1993 Officer Gallo began formally working in the schools when he was trained as a DARE officer.

In 1998 he was certified in child passenger safety and would later become an instructor in this area.

Currently assigned to the Community Service Division where his work with kids continues not only through the DARE program but also working in the middle schools, teaching the Play By the Rules Program.

Officer Gallo continues to work with parents in child passenger safety as well as doing numerous other community based projects, (STEPS, Police Explorers Juvenile Review Board, Bicycle programs. School and Business safety initiatives, Central Business alliance, etc.)

Motion to enter into executive session was made by Commissioner Verderame excluding the public and press for the purposes of personnel and contractual issues. Included in executive session were Chief Daly, Captain Palmieri, and Captain DePalma. Commissioner DePaola seconded. Motion passes unanimously on a voice vote.

Whereupon, The Commission went into executive session at 6:22 p.m.

9. 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, John F. Daly, Chief of Police, Captain William Palmieri and Captain Lowell DePalma.

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.

Executive session was adjourned at 6:35 p.m.

10. Regular session

Commissioner Verderame made a motion to add the hiring of Patrol Officers to the agenda. Commissioner DePaola seconded. Motion passed unanimously on a voice vote

Commissioner Verderame made a motion to take action on the hiring of Justin Burke as Patrol Officer Step 1 effective November 14, 2014. Commissioner DePaola seconded. Motion passed unanimously on a voice vote.

Commissioner Verderame made a motion to take action on the hiring of Chad Michaud as Patrol Officer Step 1 effective November 15, 2014. Commissioner DePaola seconded. Motion passed unanimously on a voice vote.

Commissioner Verderame made a motion to take action on the hiring of Taylor Norton as Patrol Officer Step 1 effective December 17, 2014, contingent upon him passing his medical examination. Commissioner DePaola seconded. Motion passed unanimously on a voice vote.

Commissioner Verderame made a motion to take action on the hiring of Joseph Grigerek as Patrol Officer Step 1 effective January 2, 2015, contingent upon him passing his medical examination. Commissioner DePaola seconded. Motion passed unanimously on a voice vote.

Commissioner Verderame made a motion to take action on the hiring of Kristen Lutnes as Patrol Officer Step 1 effective January 2, 2015, contingent upon her passing her medical examination. Commissioner DePaola seconded. Motion passed unanimously on a voice vote.

Commissioner Verderame made a motion to adjourn the Board of Police Commissioners Meeting. Commissioner DePaola seconded. Motion passed unanimously on a voice vote.

Meeting was adjourned at 6:40 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jodi Lapreay", written in a cursive style.

Jodi Lapreay
Recording Secretary