

Town of Montville Public Safety Commission Meeting Minutes

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Town of Montville Public Safety Commission
Regular Meeting Minutes of Monday, December 20, 2010
Town Council Chambers – Town Hall – 7:00 p.m.

1. Call to Order

Chairman Jetmore called the regular meeting of the Public Safety Commission to order at 7:00 p.m.

2. Pledge of Allegiance

3. Roll Call

Present were Commissioners Allyn, Jetmore, Loiler, McNally and Wehner. Absent were Commissioners Butterworth and Moran. Also present was Mayor Jaskiewicz and Town Council Liaison, Candy Buebendorf.

4. Amendments to the Agenda – none.

5. Communications

- a. A memo dated December 7, 2010 from Lt. Bunnell regarding the Holiday Parade;
- b. A memo dated November 12, 2010 from Lt. Bunnell regarding the traffic post assignments for the Holiday Parade;
- c. A memo dated November 19, 2010 from Finance Director regarding proposed operating budgets for FY 2011-2012.

Commissioner McNally indicated he has sent the letters out to the police officers and the dispatch employee who helped out with the delivery of a baby on Route 2 thanking them for their service at the request of the Commission at the previous meeting.

6. Approval of the Meeting Minutes of November 22,, 2010

Motion made by Commissioner McNally, seconded by Commissioner Loiler to approve the meeting minutes of November 22, 2010 as submitted. Discussion, none, voice vote, 5-0, all in favor, motion carried.

7. Remarks from the Public – none.

8. Executive Session – none.

9. Remarks from Department Heads

Lt. Bunnell, Montville Police Department discussed and reviewed the statistics and call analysis for the Police Department through December, 2010. He hopes the twenty third police officer will be on the job by January 10, 2011, bringing the police department staff back to where it should be. He discussed the awards and recognition ceremonies for police officers, stating he has not forgotten about them, he is hoping to get them going in the near future. He requested the Commission forward the Emergency Dispatch procedures document to the Town Council for approval so there is a policy in place. He stated the policies depicted in the document are not being followed on a consistent basis and feels if there is a policy adopted by the Town on the record it will be easier to enforce and may alleviate any problems he is currently experiencing with personnel who are not following procedure.

Ray Occhialini, Fire Marshal, reviewed and discussed the incident analysis statistics from November 1, 2010 through November 30, 2011. There were a total of two hundred and thirteen calls during the month, this number is up by one hundred and seventy three calls over last year at this time. He discussed an emergency management performance grant. Regarding the emergency dispatch procedures, he does not feel it is an issue for the Town Council, his staff is doing what they can do while working on answering the telephones. He would like to see agenda item 11. (b) removed from future agendas.

10. Reports from Committees and Public Safety Liaisons – none.

11. Unfinished Business

a. Discussion regarding Public Safety Rules and Procedures

Commissioner Allyn distributed the latest draft of the Public Safety Commission Rules and Procedures for the Commission to review. He read through the document and pointed out the changes he has incorporated into the document. He urged the Commission to forward any additional information or amendments to him prior to the next meeting so that the Commission can vote on approving the document and then forward the document to the Town Council for final approval. Commissioner Wehner suggested wording be added to the document regarding code of conduct that addresses a procedure for handling complaints directly to individual Commissioners from residents and what the proper protocol is for handling these complaints. Councilor Buebendorf suggested this wording be incorporated into the code of ethics for all boards and commissions with a consistent policy for all. She stated she will bring this up to the Town Council at their next meeting in January.

b. Update/Discussion regarding progress between Dispatch and Police regarding issues with CAD entries.

Lt. Bunnell stated he is in favor of the Town Council adopting a formal procedure for dispatch entry into the CAD system. He stated all he wants is a little cooperation between the dispatch and police

department. He does not expect dispatch to help out if they are busy, but during down times he would appreciate it if they would answer telephones, answer the door and greet visitors, as well as enter information into the CAD system. He stated many issues are not being addressed and the help is inconsistent at best. He indicated some employees have been helpful but others have not. Fire Marshal Occhialini suggested the police utilize the help of the administrative part-time assistant for CAD entries. He stated the dispatch personnel do their best to help out when they can, but on average there is only one person on duty at any given time and this person is busy with emergency calls.

Motion made by Commissioner McNally, seconded by Commissioner Loiler to forward the Emergency Dispatch Rules and Procedures document to the Town Council for adoption as a Mayor's directive.

Discussion; Commissioner McNally stated if the Town Council approves the policy it would be up to the Mayor to enforce any rules or procedures that are not being followed and this Commission can remove it from the agenda. Voice vote, 5-0, all in favor, motion carried.

c. Update/Discussion regarding progress to date of Public Safety Building complex

Lt. Bunnell stated there is a meeting scheduled to discuss the tower height and location this week and they will meet with regional dispatching in the near future as well. He is optimistic the committee will keep on its timeline for completion of tasks and move forward.

12. New Business

a. Discussion regarding hiring procedure and the Commission's involvement in hiring the Animal Control Officer.

Commissioner Loiler stated the Commission was informed at the last meeting that the Animal Control Officer was retiring, but did not get the opportunity to be involved in the interview process or to recommend candidates to the Mayor as it states they should do in the Charter. Mayor Jaskiewicz apologized for leaving the Commission out of the process, stating it was not his intent to do so. He stated he had only one month to hire a replacement for the position and moved the process along quickly so there would not be a lapse in coverage. He produced a file containing the procedure used for the hiring process and the names of the people who participated on the panel for interviews and the applications received for the position. Commissioner Wehner stated it is a clear violation of the Charter by leaving the Commission out of the hiring process and stated it happens far too frequently, especially with the budgets. Mayor Jaskiewicz stated the hiring process was done in a fair and professional manner and stated he will ask the Finance Department to send letters to the agencies that answer to the Public Safety Commission depicting they must present their budgets to the Commission for review. A discussion was held regarding procedure for hiring now that the town has a Human Resources professional on staff and the roll she will play in the interview process. It was the consensus of the Commission they would like to remain involved in future hiring.

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13. Remarks from the Public – none.

14. Remarks from the Mayor

Mayor Jaskiewicz apologized again for not involving the Public Safety Commission in the hire of the Animal Control Officer. He wished everyone a safe and happy holiday.

15. Remarks from Town Council Liaison, Candy Buebendorf

Councilor Buebendorf wished everyone a safe and happy holiday.

16. Remarks from the Commissioners

Commissioner Allyn urged the Commission members to forward any revisions to the Rules and Procedures to him as soon as possible. He wished everyone happy holidays and a happy and safe new year.

Councilors McNally, Wehner, Loiler and Jetmore wished everyone a happy and safe holiday season.

17. Adjournment

Motion made by Commissioner McNally, seconded by Commissioner Loiler to adjourn the meeting at 7:45 p.m. Discussion, none, voice vote, 5-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville