

Town of Montville Public Safety Commission
Regular Meeting Minutes – February 27, 2017 - 6:00 PM
Montville Town Hall – Room 203

1. Call to order.
Vice-chairman Moran called the meeting to order at 6:03 p.m.
2. Pledge of allegiance.
All stood and pledged the flag.
3. Roll Call.
Present were Commissioners Michael Doherty, James Moran, Karen Perkins, and Wills Pike. Also present were Lt. Leonard Bunnell, Fire Marshal Raymond Occhialini, and Town Council Liaison Laura Tanner. Commissioners Elizabeth Adams, Gary Allyn, David Jetmore, RST Mark Juhola, Mayor Ronald McDaniel were absent. A quorum was present.
4. Amendments to the Agenda. -- None
5. Communications: Copies of monthly statistics reports from Fire Departments, Fire Marshal, Police, Animal Control and Building Official.
Commissioner Moran confirmed that the monthly reports were received by all.
6. Approval of Special Meeting Minutes of January 30, 2017.
Motion made by Commissioner Moran; seconded by Commissioner Moran to approve the Special Meeting Minutes of January 30, 2017, as written. Discussion: none. Voice Vote, 4-0; all in favor. Motion carried.
7. Remarks from the Public (agenda items—three-minute limit).
Commissioner Moran asked three times for remarks. There were none.
8. Remarks from Department Heads.

Police Report

Per the electronic monthly statistics report submitted by Lt. Bunnell for the police department, there were 1713 calls for service during January 2017. The source of those calls were as follows: Troop E – 230; PD – 424, Walk In – 51; and By Officer – 1008.

Lt. Bunnell reported that the officer injured in the incident that occurred on January 29, 2017, is at home convalescing. He commended the officer for actions taken and the will to survive. An active investigation of the incident continues.

Lt. Bunnell also discussed the Dispatch Policy brought to the Commission for consideration given the need and activities that warrant it. He reported that calls rollover

to Troop E and bounce back to the police department (PD) stating that two dispatchers during the weekdays would prevent dropped calls and access to the local CAD that is no longer accessible in police vehicles—the State CAD system can be accessed from police vehicles. Responding to questions by Commissioner Doherty regarding the CAD system, Lt. Bunnell said that not all dispatchers are certified but can query the local system and additional dispatch personnel would help with EMS calls. Lt. Bunnell also responded to a question by Commissioner Moran concerning a recent published article on the RST Program that he said was not well written. He commented that the RST provides assistance in times of need. He also responded that the Town has not signed on to the Mutual Aid Agreement, per a question by Commissioner Moran.

Fire Marshal Occhialini commented on the Dispatch Policy stating staffing hours for a full-time dispatcher is eight (8) hours, from 9 a.m. – 5 p.m. and the salary for the same. He added that he supports the policy with the hiring of one (1) new 40-hour dispatcher to start. The Fire Marshal said that there are currently three (3) full-time dispatchers who cover the majority of the hours during the week in addition to a part-timer from 5 p.m. – 10 p.m. He said there are also 11 part-time dispatchers, who work when they are available with 24-hour part-time dispatcher coverage on weekends. Further, Fire Marshal Occhialini explained that the local CAD system is not connected to the State CAD—local CAD information is inputted by the police officers. The 911 system is owned by the State with incoming calls going to local towns.

As to the Naloxone Policy, Lt. Bunnell reported that the Commission approved the policy last month and it has been forwarded to the Town Administration/Rules & Procedures Standing Committee and then on to the Town Council.

Fire Department Report

Fire Marshal Occhialini summarized his January 2017 monthly report that highlighted current and pending projects and included annual as follows:

- Plan reviews were completed for the new building at 1920 Route 32 that will be under construction for 5-6 months. Montview Apartments building 2 is under complete renovation and has been vacant for nearly two years when the roof collapsed.
- Three (3) plan reviews, 48 inspections, and homeowner assists were conducted during the month in addition to completion of the NFIRS for State reporting.
- As of February 22, 2017, annual fire safety inspections and fees for operating permits have netted \$57,187.20, which is \$12,187.20 over the projected income for the fiscal year due to a large project fee.

- Fifty Kidde 10-year smoke detectors has been donated by Home Depot in Montville for distribution to residents who cannot afford new ones. He working with the Senior Center to get the detectors installed where needed.

Emergency Management

- He set up the Everbridge program to allow the Town Police to page out officers and for incident notification as necessary.
- We have started the process to totally revamp the Town of Montville Emergency Operation Plan (EOP) with assistance from the State Region 4 planner. The process will take about five (5) months.
- A grant from Millstone was received in the amount of \$30,400 for 2016-2017 for drills, equipment replacement and repair, and participating in the Millstone Plan.
- K1 tablets are still being distributed for the Millstone Zone per the State Plan.

Fire Marshal Occhialini also reported that the firefighter contract was approved and signed but he has no authorization to hire. He continues to work by himself and is falling behind schedule with no assistant on staff. The Commissioners discussed the number of dispatchers needed, the salary overtime per the firefighter contract, who negotiates the contract, the effect of retirement, and possible outsourcing of dispatch to eliminate overtime. Commissioners Pike and Perkins were willing to assist with developing a plan working with Fire Marshal Occhialini and Lt. Bunnell “to initiate conversation to vet and brainstorm for the best interest of the Town,” per Commissioner Pike. Base pay of dispatchers and vacation coverage per Fire Marshal Occhialini and job description and needs according to Lt. Bunnell are other issues in addition to the delays in developing the policy. Town Council Liaison Tanner said the policy can go to the Town Administration for review but it does not address hours and overtime. Lt. Bunnell clarified that the policy only outlines functions and primary responsibilities.

9. Reports from Committee and Public Safety Liaisons. -- None

10. Unfinished Business.

- a. Consideration and action upon the report and findings of the Sub-committee’s meetings with Fire Chiefs on Public Safety Plan. (*Update*).
Commissioners Perkins stated that Commissioner Adams was on vacation. She also reported that they send out notices to the firehouses of upcoming meetings.
- b. Consideration and action concerning the proposed agreement with district fire houses. (*Update*).
This item was discussed earlier under Item 8.
- c. Administration of Nasal and/or Injectable Naloxone. (*Update*).
This item will be removed from the agenda as it was approved at last month’s Commission meeting.

11. New Business.

a. Consideration and action concerning the Dispatch Policy.

Lt. Bunnell commented on the increased activity experienced by the Chesterfield firehouse. He stated that additional EMS and police officers are needed stating that recommendations can be made to the Town Council regarding the same. He said that the Commissioners can meet/lobby with the Town Council to get things done. He concluded that the real answer is to hire more dispatchers, a 20-year issue. Per discussion, Fire Marshal Occhialini agreed to work with Lt. Bunnell concerning questions he has about the policy regarding wording. Town Council Tanner urged the Commission to reach out the Town Council as it is the reason they were appointed. Commissioner Perkins stated that safety starts with the EMS and the PD. The goal is to have the policy in place by July 1.

12. Remarks from the Public (non-agenda items—three-minute limit).

Commissioner Moran asked three times for comments. There were none.

13. Remarks from the Mayor. None

14. Remarks from Town Council Liaison.

Town Council Liaison L. Tanner remarked that five (5) citizens received the Firefighter Award at last month's Town Council meeting. She also reported that the Dog Park is "taking shape" and stated that she was glad to hear that the injured officer is doing well and recovering.

15. Remarks from Commissioners.

Commissioner Pike commented that he was a little aggressive this evening but he spoke in the spirit of energizing a better budget system with the Town Council.

16. Adjournment.

Motion by Commissioner Perkins; seconded by Commissioner Pike to adjourn the meeting at 7:03 p.m. Discussion: none. Voice vote; 4-0; all in favor. Meeting adjourned.

Respectfully submitted by:

Gloria J. Gathers
Recording Clerk, Town of Montville

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