TOWN OF MIDDLEBURY
POLICE COMMISSION

MINUTES
SPECIAL MEETING OF THE POLICE COMMISSION
Tuesday, February 16, 2016 – 6:30 p.m.
Town Hall Conference Room

Present: Commissioner Kenneth W. Heidkamp, Chairman
Commissioner Paul Bowler
Commissioner Fran Barton
Commissioner Frank Cipriano

Also Present: Acting Chief Fran Dabbo
Barbara J. Whitaker, Recording Clerk
Dawn Calabrese, Board of Finance Liaison
Linda Zukauskas, Reporter - Voices

Excused Absent: Commissioner George Moreira

Call to Order with Pledge of Allegiance
The meeting was called to order by the Chairman with the Pledge of Allegiance.

Approval of Minutes of January 11, 2016 Meeting
Commissioner Cipriano MOTIONED to approve the minutes of the January 11, 2016 meeting, SECONDED by Commissioner Heidkamp. Unanimous approval.

Swearing-in of Reserve Officer George Slaiby

At this time Officer George Slaiby was sworn in by the Chairman.

Chief's Report – Acting Chief Dabbo
The Chief explained that the MPD had a demonstration on the license plate reader on February 4th. They received hits within 15 minutes. They received the modem over the weekend and now they need the computer stand.

The MOU is complete with the State. They will go with the year warranty for $995.00. The Chief will have the license plate reader policy ready for their approval for the next meeting.

There are four tough books that are functioning now. The Thomaston Savings Bank grant should cover the stands for the cars. With the last grant, they ordered two more. If the controller is damaged, that could cost about $3,000.00. If there is a serious problem, the company will return the money for the software.

The town paid for an interface program between Northwestern and Accucom. They did a dry run that didn't go well, they did another and they are still working out the issues.

Northeastern Communication will come in to look over the equipment in the maintenance contract.

Spoke with Attorney Smith of MOU with Waterbury Policy Department.

On February 2nd the Explorers were on Triangle Boulevard doing a search and seizure exercise in the vacant houses.

The Chief's uniforms are on order.

The Chief explained when Acting Chief Wildman was in charge, the Eotech Model 512's, the point of aim was off. He spoke with several of the officers and they recommended one of two Eotech. Since September 2015 he read that there was a massive recall.

The Acting Chief will discuss with Fire Chief Bruno the issue of the radio maintenance contract being put in the budget.

Chairman's Report

At this time the Chairman thanked this writing for the preparations and success of Acting Chief Dabbo's Swearing-In Ceremony.

The Chairman met with Chief Dabbo, Larry Hutvagner, Chief Financial Officer and the First Selectman regarding special duty and other issues. Most of the meetings occurred during normal business hours.

They met to discuss a budget; and he wants input from the rest of the Commissioners. On February 24th they will be meeting with the Board of Finance to discuss the budget. The Chairman feels that the budget represents realistic numbers. Various department heads have been before the Board of Finance with their budgets and explaining the numbers in the budget. The Chairman added that the Chief has done a great job in that area.

The Chairman explained that the Chief has made good progress on getting the license plate reader working. He is asking Commissioner Barton to work with the Chief to come up with a policy that works best for Middlebury. There is some concern with the inaccuracies coming from DMV. This will be on one car.

The Chairman stated that the officers continue to do an outstanding job.

Old Business

Committee Assignments

The Chairman presented the attached matrix on the Committee Assignments. He listed some of the projects that should be worked on.

Commissioner Heidkamp will be working with Chief on Accucom interface issues. He will work with NWPS and Global sometime next week. With the inaccurate information that is being passed along, we cannot enact the alarm ordinance. This is limiting the Town in enforcing the ordinance.

The Chief indicated that the Waterbury Police Department will be going live April 1st and that all their personnel will be All WPD will be trained in Nexgen. Commissioner Cipriano said that calls are being missed on non-town roads. The Chief said it seems like the dispatch aspect is going smoother. Once the GPS is working properly in all of the cars and they can see where the cars are going it will make things better.

The Chairman asked the Commissioners to review their assignments so there could be a discussion at the next meeting.

Commissioner Cipriano requested that a letter is sent to various Town Department Heads informing them of the new assignments and that as liaisons to the MPD, they (the Commissioners) would be in contacting the Department Heads from time to time.

Commissioner Cipriano added that the First Selectman made arrangements for the cars to be cleaned. Commissioner Cipriano said in the Spring, the cars have to keep the cars clean. There are some of the officers that take very good care of the cars.

Commissioner Cipriano said that he has been following the monthly activity report and he suggested that tickets be issued for speeding. The Chairman said that some of this could be part of the software glitches that the Department is experiencing.

New Business

The Commissioner discussed page two of the budget a summary the differences in last year's budget to this year. The Chairman indicated that when they speak to the Board of Finance on February 24th they will be addressing these differences.

Dawn Calabrese was introduced as the Board of Finance Liaison to the Police Commission. With Mrs. Calabrese on board, the Commission is hoping to have more participation from the Board of Finance.

Commissioner Cipriano said that the Department always purchased two cars a year, but has now dwindled down to purchasing one car at a time. Acting Chief Dabbo stated that the First Selectman is in agreement with purchasing two cars a year.

Mrs. Calabrese feels that the Board of Finance is reasonable and they will be open to hearing the needs of the Department. She encouraged the Commission and the Acting Chief to put forth a realistic budget.

Executive Session

The Chairman said that the posting comes down this Friday, so he will put off this discussion. The applications will be opened next Monday or Tuesday.

There was some discussion on a setting up an interview schedule. Commissioner Cipriano is away from February 17th to March 15th. The end of the week is good for both Commissioners Bowler and Barton.

Commissioner Bowler requested to go into Executive Session to discuss the number of applicants, SECONDED by commissioner Cipriano. Unanimous approval.

The Board came out of Executive Session. No votes were taken.

Adjournment

Commissioner Bowler MOTIONED to ADJOURN the meeting, SECONDED by Commissioner Barton. Unanimous approval.

These minutes are submitted subject to approval.

Respectfully submitted,

Barbara J. Whitaker

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Recording Clerk

Focus Area	Lead	Project	Milestones	Status Update
Building & Equipment	Commissioner Cipriano	Work with the Chief to identify appropriate number/type of vehicles needed and replacement schedule.	New vehicle to be placed in service - when expected?	March16 meeting
		Work with Chief to identify equipment/software shortfalls and needed remedial action including any incremental costs.	License Plate Reader (LPR) status - vehicle, hardware, software	April 16 meeting
		Work with Chief to identify obsolete or unneeded equipment for sale/disposal.	Disposal/sale of vehicle(s) replaced?	April 16 meeting
		Work with Chief and Public Works as needed to identify any upgrades or changes to facility		June16 meeting
Personnel	Commissioner Moreira	Work with Chief/Town Attorney to determine adequate staffing and supervision as required by POST Tier I requirements & MPD policies/procedures.	Bring recommendation to Commission.	March 16 meeting
		Work with the Chief to ensure all training and certifications are up to date.	Check expiration dates of POST certifications, other required training.	March16 meeting
Policies & Procedures	Commissioner Barton	Review/Modify Existing Policies Where Required	Work with Chief to assemble handbook of current policies.	March 16 meeting
		Develop New Policies Where Required	Work with Chief to develop new and/or adopt/modify existing policies from other agencies. (e.g. LPR policy)	April 16 meeting
Budget	Commissioner Bowler	Work with Chief/BOF Liaison on Current FY Budget	Areas of concern for budget overage?	Monthly
			Any offsets within Department's budget?	
		Work with Chieff/BOF Liaison on Next Year's Budget	Recommendations based on current FY experience	March 16 meeting
Communications	Commissioner Heidkamp	Work with PD/Northwest to resolve current issues	Meet with NW, Global for status of software interface.	March 16 meeting
			Live Test update.	
		Work with PD/Northwest to ensure a smooth transition as NW picks up Waterbury PD.	Develop Go Forward Action Plan - 3 different systems currently in use.	March 16 meeting