



# TOWN OF MIDDLEBURY

## POLICE COMMISSION

### MINUTES POLICE COMMISSION MEETING Monday, April 11, 2016 – 6:00 p.m. Town Hall Conference Room

**Present:** Commissioner Ken Heidkamp, Chairman  
Commissioner Fran Barton  
Commissioner Paul Bowler  
Commissioner Frank Cipriano

**Absent:** Commissioner George Moreira

**Also Present:** Edward B. St. John, First Selectman  
Attorney Robert Smith  
Acting Chief Fran Dabbo  
Officer Ed Demers  
Officer Fred DeVurger  
Barbara J. Whitaker, Recording Clerk

#### **Call to Order with Pledge of Allegiance**

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

#### **Connecticut Uniform Presentation**

At this time representatives from Connecticut Uniform displayed and discussed uniforms used by local police departments.

#### **Swearing-In Officer Fred DeVurger (Part-time to Full-time)**

#### **Swearing-In Officer Bart Deeley (Part-time)**

#### **Life Saving Award – Officer Ed Demers**

At this time Officer Fred DeVurger recited the Police Officer's Oath and was sworn-in as a full-time officer with the Middlebury Police Department.

At this time Officer Bart Deeley recited the Police Officer's Oath and was sworn-in as a part-time officer with the Middlebury Police Department.

At this time Officer Ed Demers was recognized for saving a life by being awarded the Life Saving Award by Acting Chief Dabbo.

#### **Approval of Minutes of March 14, 2016 Meeting**

Commissioner Barton MOTIONED to accept the minutes of the March 14, 2016 meeting, SECONDED by Commissioner Heidkamp.

#### **Chief's Report – Acting Chief Dabbo**

Acting Chief Dabbo presented the Uniform Crime Statistics from 2014-2015 on index crimes in the Town of Middlebury. Commissioner Heidkamp asked if the stats from Northwest have improved. The Acting Chief stated that things are not perfect but that the situation is livable for now.

The Acting Chief presented policies on Evidence and Property Control. The Acting Chief explained that a bank account was opened at Ion Bank, so if large seizures of cash are made, they are to be deposited within 48 hours. Anything over \$250 should be deposited.

The Acting Chief suggested that another safe should be purchased to store jewelry, stamps and other valuables. There is a refrigerator for biological items.

Commissioner Barton made suggestions on the License Plate Reader policy. The Acting Chief reported that the reader is fully operational. The officers will receive training, and the reader is not on the road yet, because there is some additional set up work that must be fine-tuned. The Chief hopes to have the reader out on the road and have some tickets written on it before the next meeting. The Chairman recommended that the Commissioners participate in a ride along to see how the equipment works.

The Acting Chief said that the policies were discussed with the Town Attorney and the Union. He asked the Board to review the policies and approve them next month.

Commissioner Barton MOTIONED that the Commission accept the policies and procedures with any changes discussed as recommended by the Chief. At this time Commissioner Cipriano asked what company would be providing towing service. The Acting Chief said that he drew up a policy to maintain a tow list, and that this needs to be addressed further. The First Selectman said that the Chief came to him inquiring about a tow policy; the First Selectman recommended that the Acting Chief see what the neighboring towns are doing. The MOTION was SECONDED by Commissioner Bowler. Attorney Smith said that he reviewed the Evidence and Property policy thoroughly as well as the other two policies and did not see a problem with them. Unanimous approval. The MOTION was carried.

The Acting Chief presented a print out from a website showing uniforms for the Police Cadets to wear while they are running on the Greenway or marching in parades, etc. There are presently 10 cadets. Officer Baskins is looking into blue BDU pants and gray shirts so that the Cadets do not look like officers. The Chairman asked that the Acting Chief return with color pictures for next meeting.

The Acting Chief wants to recognize retired officers when they retire by having plaques made in their honor. The Acting Chief would also like to honor the memory of Luther France. They were thinking about a bench on the Greenway or a plaque in either the Police Department or at Shepardson. The Chairman said that he thought this was a great idea and that it shows respect for the service given for 24 years and added that more should be done for the officers to recognize their service.

The First Selectman suggested that there should be a policy on giving out awards so that it follows on, this should include a policy on honoring officers that retire. The Chairman suggested that the police officers be honored after five, ten and fifteen years of service.

The Chairman recommended on moving forward with the uniforms. The First Selectman suggested that the committee look into a policy for the cadet uniform.

#### **Chairman's Report – Commissioner Ken Heidkamp**

At this time the Chairman welcomed Officer DuVurger as a full-time officer and Officer Bart Deeley as a new part-time officer.

The Chairman congratulated Officer Demers for his efforts leading to receiving the Life Saving Award.

The Chairman recognized and thanked retired Officer Todd Adams for his years of service to the Town of Middlebury.

The Chairman recognized the progress that Acting Chief Dabbo has made on the policy updates and drafting of new policies and procedures. Chief Dabbo has been working on the policies with Commissioner Barton. The Acting Chief has been giving Commissioner Barton policies to review before the meeting.

The Chairman recognized Acting Chief Dabbo for the budget presentation he made to the Board of Finance and the First Selectman.

Commissioner Bowler said that the budget was approved for more than what was requested. The Chairman said that we need to keep an eye on the overtime; but there may be some money in this year's budget to offset expenses. They need to review things month by month.

The proposed budget is for fiscal year 2016-2017. On the revenue side they will meet or exceed the annual budget. The overtime budget has been exceeded; there could be some savings at the natural gas and fuel expense. The Acting Chief said that with the uniform purchase there may not be that much of a surplus of savings.

Commissioner Cipriano reported that two vehicles have been taken out of service and they have been replaced by the new Ford Explorer. The Chairman said that the Explorers will be equipped identically and keyed identically. The First Selectman said that Public Works created a spec on the SUV and puts in the order for the vehicle, they are all standard equipped.

The First Selectman said that they are trying to get back on track with purchasing two new police vehicles a year. He is hoping if the budget is approved to purchase two more vehicles this year. Commissioner Cipriano thanked the First Selectman for helping the department to get back on schedule with purchasing the vehicles. The Public Works Department has been working with Acting Chief Dabbo and former Chief Viadero on the vehicles. He feels that the Department is in good shape.

Commissioner Cipriano thanked Dawn Albizu-Calabrse for assisting in putting together the MPD budget.

### **Old Business**

The Chairman requested that Commissioner Moreira work with Attorney Smith to make a recommendation on supervisory staffing and out of Town Private Duty. Attorney Smith said that he would discuss this in Executive Session.

### **New Business**

The Chairman recommended that a uniform subcommittee be formed. After discussing this with the Acting Chief and the First Selectman, he would like to have the First Selectman, Acting Chief Dabbo, Commissioner Heidkamp and Commissioner Barton on this subcommittee. He asked the Chief to find a volunteer within the ranks to get the Officer's input. He would like to set up meetings as soon as possible. If you have more than one member of the police commission on the subcommittee you would have to notice the

meeting. The Town Attorney reminded the Chairman that the subcommittee meetings would have to be noticed since there are two Commissioners serving.

The Chairman discussed the attached letter from Renner's Auto Sales and requested that the company be added to the rotation list. The Chairman asked that when the policy is completed, that they be added to the list.

The Chairman asked if the Board would like to move the meetings to another night in the month because of schedule conflicts. Commissioner Bowler said if he is traveling he does not know when he will be out of town on business.

### **Executive Session**

Chairman MOTIONED to go into Executive Session to discuss legal matters adding that Acting Chief was invited to stay in Executive Session for a portion of the discussion, SECONDED by Commissioner Cipriano. Unanimous approval. Attorney Smith and First Selectman St. John were also invited to sit in the Executive Session.

The Commission came out of Executive Session

At this time Commissioner Bowler MOTIONED that a job posting be posted for Sergeant and for the Lieutenant's position at which time the Chief sees a need for a Lieutenant, SECONDED by Commissioner Cipriano. Unanimous approval.

The Chairman stated that at last month's Commission meeting they shared a letter from neighboring departments on private duty. The Town Attorney said that this is outside of the purview of the police commission and should be referred to the Board of Selectmen. Commissioner Barton MOTIONED that the discussion of private duty or mutual aid work be moved to the First Selectman, SECONDED by Commissioner Cipriano. Unanimous approval. The First Selectman said that before any decision is made on this issue, the Police Commission will be a part of the process and the Board of Selectmen welcomes the Police Commission's input.

### **Adjournment**

Commissioner Bowler MOTIONED to ADJOURN seconded by Commissioner Barton.

These minutes are submitted subject to approval.

Respectfully submitted,

*Barbara J. Whitaker*

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Recording Clerk