



TOWN OF MIDDLEBURY

POLICE COMMISSION

MINUTES

SPECIAL MEETING OF THE POLICE COMMISSION

Monday, November 10, 2014 – 6:00 p.m.

Town Hall Conference Room

Present: Commissioner Frank Cipriano, Chairman
Commissioner Fran Barton, Jr.
Commissioner Ken Heidkamp
Commissioner George Moreira

Also Present: Chief James Viadero
Barbara Whitaker, Recording Clerk
Marj Needham, Reporter
Bee Intelligencer

Absent: Commissioner Paul Bowler

Call to Order with Pledge of Allegiance

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

Selectman Barra's Comments to the Police Commission

Selectman Barra was not present.

Approval of Minutes of October 20, 2014 Special Meeting

The Chairman requested that the following be added to the minutes of the October 20, 2014 as his statement was not on the record:

"For accreditation we have to have a rank on every shift." The Chairman requested that the Commission to think about: 1) Chief, Lieutenant, Sgt. or 2) Chief Sgt. or 3) most departments have their second in command officer not in the Union."

Commissioner Heidkamp MOTIONED to approve the minutes of the October 20, 2014 meeting to include the above-mentioned statement, SECONDED by Commissioner Barton. Unanimous approval.

Police Department Committee Reports

Personnel and Labor – Commissioner Moreira

Commissioner Moreira stated that he would like to meet with Chief Viadero.

Building and Equipment – Commissioner Heidkamp

Commissioner Heidkamp said that and the Chief spoke late last month about outer gear and about getting a set of snow tires on some of the cars.

Commissioner Heidkamp and the Chief have discussed the printing of I.D. cards for the Town. The Chief indicated that he works with a company who prints I.D.

cards for sworn officers only. The Chief indicated that the laminating machine is not in the possession of the Fire Department, but the FBI and he is working with them to retrieve it.

Rules and Regulations – Commissioner Barton
Nothing to report.

Budget Process/Overtime Budget – Commissioner Bowler
Nothing to report.

Chief's Report

The Chief has one new policy that he sent out on Towing and Inventory. He said he would be happy to answer any questions. The officers have already been adhering to this policy. The Chief explained that the Department needs to have this policy for Court for towing and seizure. The union has reviewed it and everyone is on board with it.

Commissioner Heidkamp MOTIONED to approve the towing policy with minor corrections. Chairman asked if we were still on the same system with towing. Chief said we are with Town Plot and Kieras. The Chief said that we should look at changing and renewing the list as far as putting more individuals on the list; and charging fees; SECONDED by Commissioner Barton. Unanimous approval.

The Chief indicated that next month he will have four or five policies so he will have the packet out earlier.

The Chief updated the Commission on an ongoing investigation arrest made by Officer Cronin. Expect more arrests to be made from the robbery on Regan Road. Officers Kalvaitis, Deeley and Cronin. One individual left their cell phone behind and that is leading to more arrests.

The Chief stated that the laptop programs is going well, a server has been installed at the P.D. They are working on getting the software installed and they hope to have it up by the end of the month.

The Chief stated that Global and Hunt are working on their timeline to work on resolving the communications issues.

The Chief said that Officer Demers' new dog is in and they raised in excess of \$10,000 and the class starts the week of February 23, 2015.

The Chief will be ordering everyone new outer gear; and they will be putting patches on the shoulder and MPD on the back. Everyone is getting away from the long raincoats. He is trying to get everyone a winter outer coat; with illuminated letters on the back.

The rest of the officers that needed to do so have qualified at the range.

The Department will be sending Sergeant to a class on crash reporting online, and he will be the representative for dangerous weapons and firearms registry. The Chief has been working with Region 15 on their security plans. The Chief attended to a POST advisory committee meeting on EAP. The Chief recently met with the faculty at Westover on trying to set up a security plan. The Chief attended a monthly clergy meeting at Junipers. The Chief went to a S.M.A.R.T. meeting has a lot to do with looking at narcotics; they will be getting involved with this program.

The Chief added that on mischief night they had an extra officer out; Halloween they put two officers out. Region 15 hired an officer for Wednesday, Thursday and Friday. As far as extra duty, the officers have been working a lot of extra duty due to the tree cutting. They are trying to keep ahead of the storms.

Officer Pruchnicki received a thank you from Middlebury Convalescent Home. Officer Demers worked at haunted house at library. Officer Cronin worked a detail at the funeral of Mrs. Northrop on Saturday in Woodbury. She was the first police woman in the Town of Middlebury.

The Chief explained that they will be exceeding their dollar amounts set in the budget. He is concerned with the reserve officer accounts. The Department keeps the reserve officer working the midnight shift. He feels this needs to be addressed.

The Chief indicated that he has made contact with the federal authorities, the laminating machine was seized he told them we need it back.

Commissioner Heidkamp added that he spoke with someone at Chemtura about the senior workplace violence presentation and they said it was good.

Chairman's Report – Chairman Cipriano

The Chairman again stated that he has been receiving several calls and running into people in Town saying what a great job the Chief is doing. They are saying they are happy with seeing the patrol cars out during the day.

The Chairman said that last month they spoke about getting a census from the Commission on restructuring the Department. The Chief said that he has some documentation that he is gathering, he has some ideas but he isn't ready to share them with the Commission at this time.

Old Business

Commissioner Heidkamp said that since the budget is in the packet every month, the reserve salary budget the annual budget is \$15,540 and they've spent \$17,000. There is an open headcount with the open Lieutenant spot and they are at least one officer below where they were. There are contractual obligations to fill these spots, and Commissioner Heidkamp doesn't feel they should wait until the next budget. The Chief said he has been looking at 2005-2006 numbers there were 12 officers, now there are 10 including the Chief. The formula used by FBI is 1.8 officers per 1,000. The population is now 7,600 to 7,800 residents. All agencies use this as a rule of thumb. The Chairman asked Commissioner Heidkamp to speak to the Board of Finance about the concerns. The Chief added that in order to become accredited the Department will need supervision on each shift. It is an unfair burden on the officers if someone is off and the other officers have to cover them. The Chairman said that the way the staffing is now it could be dangerous to the community and the Chief said it could be dangerous to the community and to the Department. The Chairman stated that officers who retire need to be replaced.

Commissioner Heidkamp asked where the reserve fund would go if we didn't take any action. The Chief said that one reserve officer works with them, and they would hate to lose him to another agency. The Chief said that he would like to start the dialogue on this with the Board of Finance; Commissioner Heidkamp said that he would bring it up at the meeting on Wednesday.

Chairman said that their liaison hasn't come to any of the meetings in a while. Commissioner Barton requested that liaison come to the next meeting. Commissioner Heidkamp said he will bring it up at the next Board of Finance meeting.

New Business

The Chairman stated that when he was a part-time police officer, he went to the academy and was sworn-in as an officer. The Chairman said that he has been told that there are part-time officers on staff at the MPD that are not sworn in at this time. He said that there are a few others that haven't been sworn in. The Chairman indicated that he wants to get back to this procedure and it has to be done right, if they drive a police car, carry a weapon and makes arrest they should be sworn in.

The Chief said that there are five part-time officers that are active, one has not been certified. There are five reserve officers they had six, but one wasn't certified so now there are five. He doesn't know who was or who wasn't sworn in. Chairman said that he feels that it is important and asked that the Chief look into this matter.

Correspondence

None.

At this time, the Chairman said that since next month was Christmas, he would eliminate the meeting because of the holidays. The Commission did not want to do so and agreed not to cancel the meeting.

Commissioner Heidkamp asked about the monthly activity report. He requested a report that runs from January to December and shows activity from a year ago. The Chief said that he will speak with Robin about putting it on a 12 month calendar.

Executive Session

Commissioner Barton MOTIONED to go into Executive Session to discuss contract negotiations and legal matters, SECONDED by Commissioner Moreira. Unanimous approval.

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

Adjournment

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

These minutes are submitted subject to approval.

Respectfully submitted,

Barbara J. Whitaker

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