



TOWN OF MIDDLEBURY

POLICE COMMISSION

MINUTES

MEETING OF THE POLICE COMMISSION

Monday, January 12, 2015 – 6:00 p.m.
Town Hall Conference Room

Present: Commissioner Frank Cipriano, Chairman
Commissioner Ken Heidkamp
Commissioner George Moreira

Also Present: Attorney Robert Smith
Officer Edward Demers
Barbara Whitaker, Recording Clerk

Excused: Commissioner Paul Bowler
Absent: Commissioner Fran Barton, Jr.

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 December 8, 2014 Meeting

Commissioner Heidkamp MOTIONED to approve the minutes as submitted, SECONDED by Commissioner Moreira. Unanimous approval.

Police Department Committee Reports

Personnel and Labor – Commissioner Moreira

Attorney Smith said that the union contract has been voted on, ratified and filed with the Town Clerk's office. He thinks it's good on both sides for management and the officers.

Buildings and Equipment

Commissioner Heidkamp said that Officer Blick was going to have someone from Northwest do a ride along.

The Chief said that they are still having a lot of difficulties with the communications program. He is meeting with Sue Webster from Northwest Public Safety (NWPS) twice a week because there are lots of software issues. Krista from NWPS came down to see what the issues are.

The Chief explained that Hunt was acquired by Acucor. There is an issue with getting their CAD system to work with the MPD's CAD system. Chris from Hunt is putting together a proposal listing the elements needed to complete this. The information that isn't getting over to the reports is causing a lot of time to be completed however, the Chief will continue to meet with Sue at least once a week to continue to work on the issues.

The Chief indicated that he found some things that need to be tweaked with the radio system. He has to have Northeast Communications come down and recode the areas. He told the officers to let him or the Sergeant know that there is an issue so that they can take care of this. Commissioner Heidkamp said that he has been listening to the scanner and it seems that things have gotten better.

Commissioner Heidkamp asked if any other officers other than Officer Demers have new tires on their cars. Chief indicated that Officer Demers is the only one with the new tires, but said they are working on this.

Commissioner Heidkamp has been getting wholesale ammunition for the officers.

The Chief said that they had the opportunity in November to submit names to AAA regarding officers that take the lead on traffic enforcement after looking at the records, the Chief said that he submitted Officer Adams' name because he looks out for the equipment and is always out there running radar. At this time Chief Viadero presented Officer Todd Adams with the award from AAA.

Rules and Regulations

Commissioner Barton was not present.

Budget Process/Overtime Budget – Commissioner Bowler

Commissioner Heidkamp said that he believes Commissioner Bowler was in attendance at the last Board of Finance meeting. The first draft of the budget had to be in by December 1, 2014.

The Chairman said that he's hoping that the accreditation preparation is complete by the end of 2015. He wants to be sure that the Department does not run short on the budget. The Chairman said that if there is not a ranking officer on each shift they cannot be accredited. The Chief said that before the accreditation process is started, he has to finish working on the policies up to date, and then he will go onto the accreditation process. The Chief said he feels the Department is well on track.

Commissioner Heidkamp said that he saw that the special duty account is going well. The Chief said that they are \$25,000 over and there is \$25,000 in revenue coming in. Commissioner Heidkamp asked if there is anything left over that will help with overtime. The Chief said yes, there was an overage on the reserve officer and dues and publications. Repairs and maintenance went over because some of the building had to be refurbished; they went over on computer software and a small overage on traffic signs.

The Chief stated that Officer Pelletier will be given a letter of employment taking him on as permanent status from being the reserve officer. The Chief offered that this would bring the Department back to a ten officers, eleven including the Chief. The Chief said that he has spoken with Larry Hutvagner, Chief Financial Officer about the funding for this officer. As of tomorrow a conditional letter of employment will be given to him and then he will be hired as a probationary officer for six months. The Chief would like to have a small swearing in for this officer.

Commissioner Moreira MOTIONED to hire Officer Pelletier as a full-time police department at the Middlebury Police Department, SECONDED by Commissioner Heidkamp.

The Chief prepared seven policies and procedures that are administrative: directives and procedures, oath of office, goals and objectives, fiscal management, authority and discretion, subpoenas and jurisdictional authority. The Chief indicated that the Use of Force policy has to be rewritten because the State issued a taser mandate as of December 22, 2014.

Commissioner Heidkamp MOTIONED to accept the policies, SECONDED by Commissioner Moreira. Unanimous approval.

The Chief said that both outer coats have been ordered. They purchased new raincoats. Every officer is going to get a new outer jacket with reflective "Middlebury P.D." on the back, it's an all-weather jacket. Chief Viadero thanked the First Selectman for helping on this and Mr. Hutvagner for finding the funds.

The Chief stated that they were able to train all officers in the field of Narcan. This is one of the tools that is mandated they have in the toolbox. He will have the policy ready for this next month.

The Chief indicated that there has been a mandate issued on the reporting of accidents, a new record management system requires that the reports must be emailed to the State. Information has to be obtained from medical providers. They are having problems as far as tests with the states. Acucum and Hunt are working on this issue.

The Chief said that the Department will be doing more training with the schools next week including more active shooter training. Keith McLiverty, Business Manager for Region was gracious enough to provide funding for this training. The Chief observed a lockdown drill at Long Meadow School. The Region has done a great job on preparing everyone for these types of drills.

The Chief said they had a robbery at Sullivan's Jewelry they are still working on it.

Commissioner Heidkamp asked about an activity sheet that shows a comparison month-by-month. The Chief said that Hunt has to design this for the MPD, they are designing a spreadsheet. Commissioner Heidkamp asked if this could be done for the monthly report. Chief said that the GIS system does not allow for comparison. There are a few cars that aren't used for the month and the mileage stays the same.

The Chief will be on vacation January 29th through February 3rd and then March 1st through March 16th and in his absence Sgt. Desmarais will be in charge.

Chairman's Report

The Chairman said that Chief Viadero has been here for six months and is doing a terrific job. He's moving very fast, he's still receiving compliments from the residents, and they are noting that they see the officers on the road more than before. He commended the Chief on a nice job.

Chairman Cipriano said that he belongs to the PCAC, he asked the Chief for any names he feel should be submitted for the meritorious award.

Old Business

None.

New Business

Commissioner Heidkamp said that he has been discussing with the Chief for several months, he has seen that some police departments in the State are handing out gift cards for good behavior. They have an independent source of funding and they'd like to provide the Department with gift cards for the Officers to hand out to the residents for good behavior. This would be a good way for the officers to make contact with the residents of Middlebury.

Commissioner Moreira MOTIONED to accept the funding idea, SECONDED by Commissioner Heidkamp. Unanimous approval.

Public Comment

Larissa Bernier stated she has also noticed a stronger presence of the Middlebury Police Department and that it is good to see.

Teresa Barra Scianti from Waterbury Towing inquired about the towing bid. The Chief said that he would get back to her because the bid had not been prepared.

Executive Session

None.

Adjournment

Commissioner Heidkamp MOTIONED to adjourn, SECONDED by Commissioner Moreira. Unanimous approval.

These minutes are submitted subject to approval.

Respectfully submitted,

Barbara J. Whitaker

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Recording Clerk