

SUFFIELD POLICE COMMISSION
MINUTES OF THE REGULAR MEETING, AUGUST 26, 2015

The regular meeting of the Suffield Police Commission was held on August 26, 2015, at Police Headquarters, 911 Mountain Road, Suffield CT.,

Present: Chairman, Kevin Armata, Vice Chairman, Kenneth Pascoe.

Commissioners: Matt Joyal, Jeff Davis, and Jack Quinn

Also Present: Chief Anthony Riello, and Recording Secretary Karen Doyon

Absent: Clerk Linda Stevenson

I. CALL TO ORDER AND ATTENDANCE

Chairman Armata called the August 26th meeting to order at 7:00 pm, and asked the Recording Secretary to take a silent roll.

II. PUBLIC COMMENT

Chairman Armata invited those who wanted to speak to address the Commission at the podium.

- Tom Frenaye of 489 Warnertown Road complimented Chief Riello on his success thus far, and then asked if there will be a discussion regarding the closed internal investigations [not listed on the Agenda]. Mr. Frenaye stated that the investigations are still posted on the Town website, and hoped that they would be removed.
- Bob Lowll of 1470 Mapleton Avenue husband of Commission member Linda Stevenson spoke highly of his wife's commitment to follow the rules, and of her good character. Mr. Lowll stated that he encourages his wife not drop the lawsuit against retired Chief Manzi and Captain Huntley. He stated that that decision is ultimately up to her, but knows that she will do what's in the best interest of the Suffield Police Department.

With nothing further, Chairman Armata closed public comment at 7:05 p.m.

III. COMMUNICATIONS AND ANNOUNCEMENTS

- Thank you card from Julie Unwin of FIDELCO Guide Dog Association, in thanksgiving to Officer Osowiecki for volunteering his time on the Ride for Independence, and for his demonstration with K9 "Z".
- Thank you email from Dan Kehoe praising two officers, Officer Mark Sargent and Officer Dabkowski, in helping with an emergency call to his home.
- Thank you letter from Bernice Lopes and Patricia Pengley dated August 15th, to Officer Sargent for going above and beyond in helping the ladies with changing a flat tire.
- Thank you email from Sharon Strzegowski of Aramark Food Service for Suffield public schools to Officer Reynolds, and Officer Kelly, for their helpfulness in a difficult situation.
- Thank you email from Deborah Winter and the Family of Lorraine Bajek to Officers Lacic, and Officer Reynolds for being exemplary in their duties, in exhibiting highly

professional care and compassion in dealing with an emergency situation with their mother.

- Thank you letter from MarketMentors dated July 30, 2015 to Officer Osowiecki and K9 "Z" for their involvement in the 7th Annual Kids Safety Expo at the Naismith Memorial Basketball Hall of Fame.

IV. PREVIOUS MINUTES

Minutes of the July 15, 2015 meeting minutes. Commissioner Quinn offered two changes in the first paragraph; to change the date from January 21st to July 15th, and change the location from 911 Mountain Road to read Suffield High School, 1060 Sheldon Street.

Also, a change was offered by Commissioner Davis on page three under Old Business; second sentence ... *process of the new officer*... Change the underlined to read Chief.

With nothing further Commissioner Quinn made the motion to approve the minutes with the suggested changes, seconded by Commissioner Davis. Motion carried unanimously.

V. DEPARTMENT REPORTS

Budget: Chief Riello reported that there was no formal budget to present. Chief Riello stated that he has reviewed the budget [and only being one month into the new fiscal year] he sees no concerns. A formal budget will be submitted at the next regularly scheduled meeting.

Activity: None

Detective Report: None to report.

K-9 Report: *Officer Osowiecki presented his report.*

Osowiecki reported that July was very busy month which included the following:

- Large K-9 training day in Windsor Locks.
- Assisted a master trainer from the Pittsfield area with teaching a new patrol class in Springfield MA.
- Participated in a fund raiser with FIDELCO.
- Completed master trainer package which has been submitted, testing will take place in October over a three day period.
- Participated in a child safety day in Springfield MA.
- Completed inventory on all narcotics according to the DEA regulations.
- Continued K-9 "Z" conditioning.
- Continue to enhance training facility.
- Assisted in finding lost persons, and assisted in trying to find persons who stole a vehicle, then fled the scene.

Operations Report: Lieutenant Brown reported on the following, which falls under operations:

- 1st Quarter NIBRS reports.
- Current quarter shows an increase of 7% in call volume compared to last year, and a 13% increase in reports by Officers.
- Discussed three ongoing cases, they were as follow:
 - 16 year old missing youth of West Suffield by the name of Gwynn Gumoulin. A silver alert has been issued and Officer Lacic has been following several leads. Media has been extremely supportive.

- Two burglaries, one on Colson Street, and one on North Street. An investigation has revealed a possible suspect and suspect vehicle [described as a red four door car with MA plates.
- Motor Vehicle Accident, ending as a fatality on August 23, 2015 involving a motorcycle traveling eastbound which struck several guide wire poles. The accident remains under investigation.
- The Department has initiated a working relationship with Connecticut Department of Motor Vehicles Commercial Motor Vehicles Unit to conduct spot inspection of commercial motor vehicles. This is due to an influx of commercial motor vehicles in Town. Officer Dabkowski assisted in spot inspections.
- Report of new School Resource Officer as of Monday August 24th. Officer Terrance Antrum has stepped down after serving this role for over 5 years. Officer Thomas Kieselback was selected as the replacement. Accolades were given to Officer Antrum for his all his work during his time served, which made a difference in the community.
- Officer Timothy Kelly began field training and his evaluation program. He has been assigned the dayshift, and reports indicate that he is acclimating and performing above expectation.

With nothing further Commissioner Quinn made the motion to approve the submitted Department Reports, seconded by Vice Chairman Pascoe. Motion carried unanimously

VI. CHIEF'S REPORT

- Chief Riello thanked the Chairman for allowing the K-9 Officer, and Lieutenant [responsible for operations] to submit their reports to the public in the manner which they did.
- Chief Riello reported that receiving letters from the public recognizing the Officers for all they do is wonderful; it speaks volumes for those who work at the Police Department.
- Met with all of the employees of the Police Department, and met with approximately sixty people from the community.
- Reviewed all the internal affairs reports.
- Rescinded order so that the Commission members can talk to Officers and the public.
- Investigation is over.
- Addressed Dispatch issues by meeting with Fire Chief Flynn, Ambulance Chief Groux, Vice Chairman Pascoe, and Commissioner Quinn. After which it was decided to have another meeting to include all of the Dispatchers, the Chief of Fire, and Chief of Ambulance. The meeting was successful, and another is planned in a month.
- Discussed career change for Officer Antrum as School Resource Officer.
- Discussed the physical plant improvement which involved moving the Lieutenant from one part of the building over to Command Staff. Reorganized the Sergeants, and the Detectives office. Chairman Armata has been a tremendous help in fulfilling the endeavor, and Chief Riello thanked him from everyone.
- Chief Riello gave high accolades to Highway Forman Mark Cervione and JR Richardson for beautifying the Police grounds. Overgrown shrubs and trees were removed by his crew and the building is now more visible.

- Chief Riello gave high accolades to IT Director Dan Beaudoin for all he has accomplished to help keep the Police Department running during the transition.
- Staff meetings with the Lieutenant, Captain, and Sergeants were held. The organizational chart was reviewed.
- A Department meeting was held to include all the Department employees.
- Discussed the success of the 1st Annual National Night Out. A tribute was given to Sergeant Burrell for putting it together in such a short time. It proved to be a wonderful day out for the Police, Fire, and Highway Department, and the Ambulance Association. It was a great night for the community, and it sent a big message to criminals about how strongly we feel about crime prevention.
- Hired a new full time Dispatcher, which will begin in week or so.
- Discussed incident on Spencer Street about five weeks ago. This incident could have gone bad quickly, but it did not. The officers involved were: Sgt. Burrell, Officer Osowiecki, Officer Chevalier, Officer Dabkowski, Sgt. Trovato, Lt. Brown, and Dispatcher Bergdahl.

With nothing further, Commissioner Quinn made the motion to approve the Chief's report as submitted, seconded by Commissioner Davis. Motion carried unanimously.

VII. STRATEGIC PLAN

Chief Riello reported that the Consultant which facilitated the two day strategic planning conference brought forth from the members; foundation documents, the development of a mission statement, vision statement, and core values, all of which the Department will operate by. Members of the Department were brought together and during that time was tasked with ideas which will better the organization. Chief Riello reported that several projects and teams were developed. Topics were broken out into teams. Some of which include; equipment, special patrol, administration, upgrades, technology, moral, unity, improvements, and staffing. Chief Riello introduced Detective Fuller to present his presentation which surrounded the Strategic Planning event.

Detective Fuller stated that the Department has moved forward, the Officers are happy. Things are moving quickly and in the right direction. Fuller thanked the public for their support. He reported that the development of the mission statement, core values, vision statement, and a SWOT analysis which includes: strength, weakness, opportunity, and trends, took place during the strategic planning. It was a positive outcome which brought everyone closer.

Officer Reynolds was asked to present his planning strategies for improved equipment, and technology for the Police Department. These included the following:

- Wants to improve and update to a modern Police Department.
- Possibly change Police badges.
- New boots for Officers.
- Exterior vests with a carrier.
- Applying for a DUI grant and traffic grant.
- Would like all the Officers to have their own Taser's.
- Rifles for all Officers.
- Possible Drone.

- Cell phones for each Officer.
- Cruisers for each Officer.
- Caller ID at the Police Department.
- Upgrading Town website with an activity log.
- Dragon software to help speed up report writing.
- Bluetooth in new cruisers.
- Access to WIFI [gave accolades to Dan Beaudoin for all he has done].
- Cross training for dispatch.
- Wireless reports.
- iPads to include IMC, and the Collect software.

With nothing further, Dispatcher Patti Bergdahl was introduced to present strategies involving improvements and moral. These include the following:

- Employee strengths [what each employee can offer [talents/specialties].
- CMED transfer.
- Post local events on the Department post-it board.
- Better lighting in the Dispatch Center and outside around the building.
- Update furniture [desk] in Report Area.
- Fire Department, Ambulance, and Dispatch meeting for accountability.
- Painting [which is now being done], and carpet cleaning.
- Gym equipment and/or an outside gym membership.
- Train the Commission on what each jobs entails, to have a better understanding of what people do.
- Town manager; better communication with Town Hall.
- Christmas party.
- Award ceremony for recognition [possibly in February].
- Policeman's ball.
- Summer barbecues.
- Cops and kids week.
- Overtime specials needs for DUI's checkpoint etc...
- National Night Out Event.
- More involvement with administration.

VIII. PROPOSAL FOR CHIEF SELECTION

Chief Riello stated that three invitations were sent to three different consultants, and only one proposal has been received to date. The Chief asked if the Commission had the chance to review the recruitment proposal. The Commission stated that they did. Clerk Stevenson; prior to the meeting forwarded a few comments to be discussed and possibly added to the vote. They were as follows: Agreement should be between the Commission and the awarded contractor, and the ability to work with volunteer services mentioned in Appendix F of the recruitment proposal. Commissioner Joyal concurred with Clerk Stevenson's recommendation.

Vice Chairman Pascoe asked Chief Riello if he knew the Consultant and his work. The Chief responded, yes.

Commissioner Joyal stated that since the Town requires three bids and since three bids were solicited he feels the criteria have been met, even though one response was received. Commissioner Joyal stated that based in the information provided [they can get the Commission through the selection process, including community dialog with the potential candidates, and some meet-and-greet by the proposed consultant], a motion should be made to hire the selected consultant to start the search selection process. In addition, Mr. Joyal stated that after the above mentioned process has been completed, a candidate should be chosen by January 2016.

Commissioner Joyal reiterated his motion to, hire the selected consultant to start the process [with a start date]; to create the advertisement, search selection, review policies and procedures to tailor the candidates, Vice Chairman Pascoe seconded the motion. *The consultant is Public Safety Consultant, LLC [PSC], out of Shrewsbury, MA.* Discussion followed with regards to:

- Funding [and out of what budget it the Consultant fees are being paid out of].
- How the three consultants were solicited. Chief reported that they were offered through email and through an invitation letter in the mail.
- Pleased with completeness and the flexibility to move on to phase two.
- Would like to have the selection process done within ten weeks.
- Make sure that communication is open with the Town; hire a group to make that possible.
- Committee should be six people, who will in turn provide two or three candidates to the Commission that they approve. The Commission will make the final decision on who they recommend. The committee would involve; two members from the Police Commission, one member from the Board of Selectmen, a Democrat [from the public], a Republican [from the public], and a Patrol Officer. This would include nobody who is running for office from the Democrat or Republican Party.
- The selected consultant would serve as lead consultant and facilitator throughout the process, including seeking out the candidates for the committee.
- Increase the number to seven people on the committee, in order to include one unaffiliated member of the public.
- Lengthy discussion regarding the selection process, and time frame.

The prior motion that was made and seconded was changed. The new motion was made by Chairman Armata to hire Public Safety Consultants, LLC to aid in the selection of the Chief, seconded by Vice Chairman Pascoe. Motion carried unanimously.

Chairman Armata made the motion to hire a Human Resource person to provide information to the public as it occurs; the chosen committee will approve all information prior to its release, Commissioner Joyal seconded. Motion carried unanimously.

Chairman Armata made the motion to select a committee to help evaluate candidates for the permanent Chief under the facilitation of Public Safety Consultants, LLC., the committee to be made up of: two Commissioners, one Selectmen, three people from the public [preferably from all three voting parties], and a Patrol Officer. The Commission is to approve the committee at the next regularly scheduled meeting, seconded by Commissioner Quinn. Motion carried unanimously.

IX. EXECUTIVE SESSION - Legal matter update. Structure.

Commissioner Quinn made the motion to go into Executive Session to discuss legal matter, and discuss department structure at 8:35 pm, seconded by Vice Chairman Pascoe. Motion carried unanimously.

Commissioner Quinn made the motion to come out of Executive Session at 9:05 pm with no votes, seconded by Vice Chairman Pascoe. Motion carried unanimously.

X. OLD BUSINESS

Commissioner Joyal asked if the Departments two-way radios are now running on analog versus digital. Chairman Armata responded that the Department runs on both.

XI. NEW BUSINESS

Commissioner Joyal would like to see K-9 Officer Osowiecki working with the Suffield Public Schools more often. Chief Riello responded that he has met with the school Superintendent and she is willing to work with the Department on this matter.

Commissioner Joyal asked about capital appropriations for much needed updates, within and outside the police building; to include, new rugs, additional butler building for storage. Chairman Armata responded.

XII. ADJOURNMENT

A motion was made and seconded to adjourn the August 26, 2015 meeting at 9:08 pm. The motion carried unanimously.

Chairman Kevin Armata