

BOARD OF POLICE COMMISSIONERS
MEETING MINUTES
August 20, 2014
5:30 p.m.
Guilford Police Headquarters
400 Church Street
Guilford, CT 06437

Draft

Present: Commissioners: Chairman Hedberg, Commissioner Carlson,
Commissioner Trotta (arrival 5:40 p.m.),
Commissioner Mikolay, Commissioner Chello
Retired Commissioners Cole and Ametrano (audience)
Department Members: Chief Terribile, Deputy Chief Hutchinson,
Lucy Krauchick, Clerk of the Board

Call to order.

Chairman Hedberg called the meeting to order at 5:24 p.m.

Chairman Hedberg asked the Board of move to approve a change and an addition to the Agenda.

Motion: Motion made by Commissioner Mikolay, seconded by Commissioner Carlson, to move Item 7.2. Welcoming of new Police Commissioners under New Business up the Agenda to Item 1. A. after Approval of Police Commission minutes.

Vote: In Favor: Hedberg, Carlson, Mikolay, Chello
Opposed: None
Abstained: None

Motion: Motion made by Commissioner Mikolay, seconded by Commissioner Carlson, to add under Executive Session Item 9.1. For the purposes of discussion of patrol staffing deployment inviting the Chief of Police, the Deputy Chief of Police and any Union Members that may be present at the time of Executive Session. Add Item 9.2. For the purposes of discussion of the performance appraisal of the Chief of Police excusing the Chief of Police, the Deputy Chief of Police, and any Union Members that may be present.

Vote: In Favor: Hedberg, Carlson, Mikolay, Chello
Opposed: None
Abstained: None

1. Approval of prior meeting minutes.

1.1. Approval of Police Commission meeting minutes of July 16, 2014.

The Board agreed to move on the approval of the minutes upon the arrival of Commissioner Trotta.

Motion: Motion made by Commissioner Trotta, seconded by Commissioner Carlson, to approve the meeting minutes of July 16, 2014 as presented.

Discussion followed regarding expediency and meeting extraction.

Vote: In Favor: Hedberg, Carlson, Trotta
 Opposed: None
 Abstained: Mikolay, Chello

1.2. Approval of Police Commission special meeting minutes of July 31, 2014.

Motion made by Commissioner Mikolay, seconded by Commissioner Carlson, to approve the special meeting minutes of July 21, 2014 as presented.

Vote: In Favor: Hedberg, Carlson, Mikolay, Chello
 Opposed: None
 Abstained: None

1.A. Welcoming of new Police Commissioners.

Chairman Hedberg welcomed Commissioner Mikolay and Commissioner Chello as members of the Board of Police Commission and presented Police Commissioner badges to them.

2. Public Petition/Commentary.

None.

3. Traffic

3.1. Annual Ride to End Hunger motorcycle charity ride, September 7, 2014.

Chief Terribile recommended the Board move to approve.

Motion: Motion made by Commissioner Carlson, seconded by Commissioner Mikolay to approve the Ride to End Hunger charity ride on September 7, 2014.

Vote: In Favor: Hedberg, Carlson, Trotta, Mikolay, Chello
 Opposed: None
 Abstained: None

3.2. Art Expo-After Action Report prepared by Lt. John Dunn.

Chief Terribile reviewed the report. He discussed the success of traffic during the Art Expo.

4. Committee Reports

4.1. Facilities

4.1.1. Gas/Vehicle Report.

Chief Terribile reviewed the Gas/Vehicle Report.

4.1.2. HVAC Bid (verbal update).

The Deputy Chief of Police reviewed the HVAC bid and reported there were four bids turned into the Town. The bid was awarded to Commercial Air.

4.1.3. Vehicle Purchase

The Deputy Chief reviewed the state bid proposal for vehicle purchases. He recommended the Board move to approve the purchase through the state bid for one patrol vehicle and one administrative vehicle.

Motion: Motion made by Commissioner Trotta, seconded by Commissioner Mikolay, to approve the purchase of department vehicles as per the proposal.

Vote: In Favor: Hedberg, Carlson Trotta, Mikolay, Chello
Opposed: None
Abstained: None

Discussion followed in reference to the fleet and color schemes and clarification that the purchase is fiscal 2015.

4.2. Personnel

4.2.1. Grievance 2014-07-Officer Hill

It was acknowledged that there was no Union Representation present at the meeting. Recommendations were made. Discussion followed.

Motion: Motion made by Commissioner Trotta, seconded by Commissioner Carlson, to deny Grievance 2014-07 as it was already considered and acted upon.

Vote: In Favor: Hedberg, Carlson, Trotta
Opposed: None
Abstained: Mikolay, Chello

4.2.2. Employee Training Hours Report.

Chief Terribile reviewed the report with the Board. He explained training hours and the recertification process.

4.2.3. Sick Time Report.

Chief Terribile reviewed the sick time report with the Board.

4.2.4. Authorized Personnel.

The Chief reviewed the document of established Authorized Personnel. Upon reviewing the spreadsheet he found a patrol officer on the list that recently resigned. He will remove that name from the list.

Discussion followed regarding Dispatcher hiring and a selection has been made. Discussion regarding the status of the Municipal Animal Control Officer. The Chief stated he is still waiting to hear from her regarding her school schedule. At this time he has no update to report to the Commission.

4.3. Communications.

4.3.1. Correspondence from Mrs. Sipala regarding Officer Hill-job well done.

Commissioner Carlson reviewed the correspondence regarding Officer Hill and a job well done.

4.3.2. Phone message received thanking Officer Massey.

Commissioner Carlson reviewed a phone message regarding Officer Massey and a job well done.

4.3.3. Correspondence from Mike Mikolay thanking businesses on Broad Street.

Commissioner Carlson reviewed the correspondence from Mr. Mikolay.

4.3.4. Correspondence from Ms. Hemstock thanking Officer Tullo.

Commissioner Carlson reviewed a thank you message regarding Officer Tullo.

4.3.5. Correspondence from Mr. and Mrs. Gordy Whiteman.

Commissioner Carlson reviewed the correspondence from the Whiteman's applauding the Chief for a successful traffic flow during the Art Expo.

4.3.6. Anonymous communication.

Commissioner Carlson read from correspondence received anonymously referencing traffic, texting and cell phone usage.

4.3.7. Memorandum received from Mr. Maynard, Parks and Recreation Director.

Commissioner Carlson reviewed correspondence thanking the department for assistance with traffic during the fireworks.

4.3.8. Correspondence received from Jack Drumm, Chief of Police of Madison.

Commissioner Carlson reviewed the correspondence thanking the department for Mutual Aid during Ms. Hilary Clinton's recent visit to the Town of Madison.

4.3.9. Correspondence received from Cindy Cartier.

Commissioner Carlson reviewed correspondence which Cindy Cartier sent to the First Selectman and copied the Chief of Police.

4.4. Budget/Finance.

Chief Terribile reviewed the Fiscal 2014 budget with the Board of Police Commissioners. The Chief projected an amount of just over \$179,000 to be returned to the Town into the general fund.

The Chief reviewed Fiscal 2015 budget and discussed the transfer of funds from the reserve in the salary line item. He continues to be in contact with the Finance Director who will be doing the transfer. The Chief will keep the Board informed. The Chief discussed blanket purchase orders.

5. Monthly Reports.

None.

6. Old Business.

None.

7. New Business

7.1. Acknowledgement of Police Commissioner Retirements.

Chairman Hedberg thanked Commissioner Cole for his fourteen years of service as a Police Commissioner. Chairman Hedberg thanked Commissioner Ametrano for his nine years of service as a Police Commissioner.

The Chairman presented Commissioner Cole and Commissioner Ametrano with Police Commissioner retirement badges and congratulated them on their achievements. Chief Terribile gave accolades to Commissioner Cole and Commission Ametrano on their years of service to the Town of Guilford and to the Department.

7.2. Welcoming of newly appointed Police Commissioners.

Already discussed.

7.3. Committee Assignments.

Chairman Hedberg reviewed the Committee Assignments and explained with the new appointments the assignments should be reevaluated. Discussion followed and assignments were agreed upon as follows: Communication-Commissioner Mikolay and Commissioner Chello, Facilities-Chairman Hedberg and Commissioner Chello, Personnel-Commissioner Trotta and Commissioner Carlson, Traffic-Commissioner Mikolay and Chairman Hedberg, Budget-Commissioner Carlson and Commissioner Trotta.

Chairman Hedberg spoke about the September regular meeting date and stated he will be unavailable on the 3rd Wednesday of the month. He asked the Board to consider moving the regular monthly meeting for September to the 3rd Tuesday of the month. Discussion followed.

It was agreed to move the meeting to the 3rd Tuesday of September (from Wednesday September 17th to Tuesday September 16th) with the stipulation that Chairman Hedberg will contract Lucy Krauchick with the agreed time of the meeting which will then be posted.

8. Police Personnel Comments.

None

9. Executive Session.

Motion: Motion made by Commissioner Carlson, seconded by Commissioner Trotta, to move out of Regular Session and into Executive Session for the purposes of discussion of staff deployment inviting the Chief of Police, the Deputy Chief of Police, Commissioner Cole and Commissioner Ametrano.

Vote: In Favor: Hedberg, Carlson, Trotta, Mikolay, Chello
Opposed: None
Abstained: None

At 6:35 p.m. the Clerk of the Board left the room.

Respectfully submitted,

Lucy Krauchick
Clerk of the Board

Motion: Motion made by Commissioner Carlson, seconded by Commissioner Mikolay, to excuse the Chief of Police and Deputy Chief of Police from Executive Session at 6:47 p.m. and continue Executive Session for the purposes of discussing the Chief's evaluation

Vote: In Favor: Hedberg, Carlson, Trotta, Mikolay, Chello
Opposed: None
Abstained: None

The Chief of Police and Deputy Chief of Police left the room at 6:47 p.m.

Motion: Motion made by Commissioner Carlson, seconded by Commissioner Mikolay, to come out of Executive Session and move into Public Session at 7:00 p.m.

Vote: In Favor: Hedberg, Carlson, Trotta, Mikolay, Chello
Opposed: None
Abstained: None

Motion: Motion made by Commissioner Carlson, seconded by Commissioner Chello, to approve the performance appraisal prepared for Chief Terribile and a 3% salary increase.

Vote: In Favor: Hedberg, Carlson, Trotta, Mikolay, Chello
Opposed: None

Abstained: None

Motion: Motion made by Commissioner Carlson, seconded by Commissioner Mikolay, to adjourn the meeting at 7:05 p.m.

Vote: In Favor: Hedberg, Carlson, Trotta, Mikolay, Chello
Opposed: None
Abstained: None