

Town of Montville Public Safety Commission  
310 Norwich New London Turnpike  
Uncasville, Connecticut 06382

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860-848-3030

**Town of Montville  
Public Safety Commission –Regular Meeting Minutes  
Monday, April 26, 2010 -7:00 p.m. Town Hall - Town Council Chambers**

1. Call to Order

Chairman Jetmore called the regular meeting of the Public Safety Commission to order at 7:00 p.m.

2. Pledge of Allegiance

Chairman Jetmore discussed a request from Lt. Bunnell to add agenda item 10 (a) to establish meeting dates and times for the purpose of interviews for the position of entry level police officers for the Town of Montville. Motion made by Commissioner Butterworth, seconded by Commissioner McNally. Discussion: none. Voice vote: 6-0, all in favor, motion carried.

3. Roll Call

Present were Commissioners Allyn, Butterworth, Jetmore, Loiler, McNally and Wehner. Also present were Mayor Jaskiewicz and Town Council Liaison, Candy Buebendorf.

4. Approval of Minutes

a. March 22, 2010 Regular Meeting Minutes

Motion made by Commissioner Butterworth, seconded by Commissioner Wehner to approve the meeting minutes of March 22, 2010. Discussion: Chairman Jetmore indicated he will abstain from the vote because he was not at the meeting. Voice vote: 5-0-1 (Commissioner Jetmore abstained). Motion carried, minutes approved.

b. April 13, 2010 Special Meeting Minutes

Commissioner Allyn stated the minutes of this meeting do not reflect everything that was discussed. He stated the Commission discussed other options, regional dispatch, statistics and cost benefits. Chairman Jetmore suggested the vote for the approval of the minutes be held off until the next meeting and in the meantime the Commission members can review the minutes and make suggestions for an amendment at the next meeting.

Motion made by Commissioner Butterworth, seconded by Commissioner McNally to postpone the vote on the April 13, 2010 meeting minutes until the next regularly scheduled meeting. Commission members will review the minutes and submit their requests for their amendments and additions to the minutes to the secretary prior to the next regularly scheduled meeting. Voice vote: 6-0, all in favor, motion carried.

5. Communications

1. A memo dated April 14, 2010 from Lt. Bunnell to Mayor Jaskiewicz regarding Town Dispatchers was read into the record.
2. A memo from Town Council Chairperson Jacobson dated April 14, 2010 regarding the re-appointment of Commissioner Butterworth to the Public Safety Commission with a term to expire April 9, 2013.

6. Remarks from the Public

Chairman Jetmore asked three times if anyone from the public would like to come forward to address the Commission.

7. Remarks from Department Heads

Lt. Bunnell of the Montville Police Department distributed his statistics report through March for review. He stated the DUI arrests are on the rise with sixty five arrests since the beginning of the year. He hopes to continue to concentrate on enforcement in this area. He stated there have been three resignations received this month and the department will need to take steps to replace them as soon as possible. He indicated there are thirteen applicants from the original list of candidates and his hope is to have three applicants ready to start the training class in August.

Fire Marshal, Ray Occhialini discussed his statistics report with the Commission. He indicated there have been 586 calls to 911, 2,891 administrative calls in and out, and 252 Fire Department responses broken down as follows; Montville with 89, Mohegan with 86, Chesterfield with 14, Oakdale with 51 and out of town responses at 12. He explained there were over 150 pump jobs requested during the heavy rain storm. In the Fire Marshal's office there were 5 fire investigations, 42 inspections, 2 plan reviews and one blasting permit. He is continuing to attend the Public Safety Commission meetings, CERRIT and Tri Town LEPC meetings, witnessed the fire drills at the schools, attended the Emergency Management activities with Millstone and the State and NFIRS as well as other various related duties over the month. During the rain storm in March the Emergency Operation Center was opened, there were property damage inspections with FEMA and there was the Rand Whitney dam evacuation. He is continuing to send letters to violators of the house numbering project. He updated the Commission regarding the cell phone tower as it relates to 911 calls.

Keith Truex, Chief of the Chesterfield Fire Company discussed the need for additional career firefighters on duty for the Monday through Friday, 8:00 a.m. until 4:00 p.m. shift. He indicated there have been times at the firehouse when there is no coverage and the impact it could have to the welfare of the residents in his call area. He stated there were sixty four days over the past eighteen months where there was not coverage and he feels this is excessive. He stated his crew was on scene at an incident on Fire Street when another call came in for an accident on Old Colchester Road and it took twenty four minutes to get to the Old Colchester Road scene. If it was a life or death situation this could have been tragic. Chairman Jetmore inquired regarding the solution to the shortage of personnel at the fire station. Mr. Truex indicated he needs additional coverage during the daytime hours to cover the Chesterfield response area; there are volunteers who staff the station on off peak hours and on weekends. Mr. Occhialini stated he is discussing solutions to the problem with the Mayor. Chairman Jetmore suggested Mr. Truex document the problem and potential solutions to the problem he is having in writing and to present them to the Commission and to the Mayor for consideration.

8. Reports from Committees

Chairman Jetmore stated the Building Committee is scheduled to meet on Thursday at 6:00 p.m. and stated everyone is welcome to attend.

a. Reports from Public Safety Commission Liaisons

Commissioner Butterworth indicated there has been no further action or discussion regarding the Tri Town meetings.

Commissioner Allyn discussed the Uncas Health District, stating it is growing in size and discussed the towns that have joined to date.

9. Unfinished Business

a. Discussion, Review and Approval of Remaining Public Safety Budgets

1. Animal Control
2. Mohegan Fire Department

Motion made by Commissioner Loiler, seconded by Commissioner Butterworth to remove agenda items 9 (a) 1 and 2 from the agenda. Discussion: Commissioner Loiler suggested the Commission request everyone with a budget under the Public Safety Commission attend the meetings next year in person to present their budgets for consideration. Voice vote: 6-0, all in favor, motion carried. Items removed from the agenda.

b. Discussion Regarding the Fire Department Capital Improvement Plan for 2009-2010.

Commissioner Butterworth discussed cuts made to the fire budget. He is in favor of chipping away at the needs of the fire companies little by little each year as opposed to having to purchase expensive equipment all at once when there is no other choice but to do so by referendum. He stated most of the Town equipment is over twenty years old and the fire companies need the money in the budget to offset the purchase of fire trucks. Mayor Jaskiewicz discussed the five year plan and stated there is money in the plan to purchase equipment and there is money carried over. He urged the Commission to look down the road at the entire five year plan and not to focus on one year. He discussed the bad economic times and invited the Commission members to attend the upcoming Finance Committee meetings.

c. Discussion regarding re-assignment of liaisons

Commissioner Allyn stated agenda items 9 c, d, f and g are all related issues and suggested the Commission discuss them at the next meeting pending input and receipt of information regarding job descriptions, roles and responsibilities as it is described in the Policies and Procedures. Motion made by Commissioner Wehner, seconded by Commissioner Butterworth. Discussion: none. Voice vote: 6-0, all in favor, motion carried.

d. Discussion Regarding Public Safety Liaison Roles and Responsibilities  
(next month)

e. Discussion Regarding Fire Prevention Code Fees

Fire Marshal Ray Occhialini stated he did not have time to gather information regarding the code fees for the Commission this month but will try to have it for the Commission for the next meeting.

Motion made by Commissioner Allyn, seconded by Commissioner Loiler to keep this item on the agenda for discussion at the next regularly scheduled meeting.

f. Discussion Regarding Public Safety Policy and Procedures (next month)

g. Discussion Regarding Annual Budget Policy (next month)

h. Discussion regarding the 2010/2011 Dispatch budget request for the hire of two full time dispatchers.

Since the special meeting of April 13, 2010, the Mayor has met with the Union to discuss this proposal and Fire Marshal Ray Occhialini will bring his amended version of the proposal to the Finance Committee for approval. The proposal does not allow the Fire Marshal to hire two full time dispatchers but will allow the hire of a part time person to

cover the peak hours at the call center. Commissioner Wehner stated this is a band aid fix and will work for the time being but the Town needs to look into permanently staffing the call center with two dispatchers on each shift in the future. Commissioner Loiler requested the Commission receive an update at the next meeting regarding the outcome of the meeting with the Finance Committee regarding this issue.

Commissioner Allyn stated in the future all recommendations made by the Commission should come directly from the Commission, not through the Fire Marshal. Chairman Jetmore stated this policy will be used in the future.

#### 10. New Business

a. To consider and act on a motion to set the dates and times for special meetings for the purpose of conducting interviews with the thirteen candidates for consideration for the position of entry level police officer for the Town of Montville. Motion made by Commissioner Loiler, seconded by Commissioner Butterworth. Discussion: Lt. Bunnell indicated there are currently thirteen applicants that need to be interviewed. He suggested the Commission schedule the special meetings during the week of May 10<sup>th</sup> in order to give the applicants time to prepare. He suggested the same Commissioners sit through all of the interviews so that everyone has met all of the candidates and can make a determination for the recommendations to fill the positions. It was the consensus of the Commission members to schedule the interviews over a three day period on Monday, May 10, 11 and 12, 2010 between the hours of 2:00 p.m. and 5:00 p.m. allowing each applicant approximately one hour each. Voice vote: 6-0, all in favor, motion carried.

Commissioner McNally inquired regarding scheduling exit interviews in the future in order to get feed back from employees as to why they are leaving and their experiences while working for the town. He suggested these interviews include members of the Commission and would be a good tool to determine why people are leaving the Town.

#### 11. Remarks from the Public

John Leonard, Vice President of Dispatchers for the Town of Montville, discussed the hire of the additional people to help cover peak hours at the call center. He suggested this item stay on the agenda for future discussion. He distributed a breakdown of the call analysis for the Commission to review and stated 56.25% of the calls into the call center are for police related activities. He urged the Commission to push for two full time dispatchers on each shift. He discussed the need for a Sergeant on duty during the midnight shift, stating there needs to be a supervisor on duty to assist the dispatchers.

#### 12. Remarks from Mayor Jaskiewicz

Mayor Jaskiewicz discussed the need to replace the three police officers who handed in their resignations. He hopes to have new hires in place prior to September because if not, the officer from the DARE program may have to fill in on the force and the DARE

program may have to be postponed. He discussed FEMA money to the Town and the disrepair of the roads from the heavy rains. He thanked everyone who helped out during the heavy rain storms in March, stating he is proud of the great job everyone did during the storm. He thanked the police, fire crews, EMS and WPCA for a job well done. He stated everyone helped everyone else out and worked together and did a great job doing so. He stated he appreciates everyone's efforts. He stated he has hope he can work out the dispatch issue to the satisfaction of all parties.

13. Remarks from Town Council Liaison, Candy Buebendorf

Councilor Buebendorf stated there are three applicants interested in sitting on the Public Safety Commission and they are scheduled for interviews in the upcoming week.

14. Remarks from Commissioners

Commissioner Allyn thanked everyone who worked the long hours during the storm in March for all the services they provided to the Town and its residents.

Commissioner Loiler stated he is looking forward to working with everyone on all of the issues currently before the Commission.

Commissioner Wehner stated that everyone did a great job during the storm and everything went as well as can be expected in a state of crisis. He stated it is nice to see people helping each other out in time of need.

Chairman Jetmore thanked everyone for attending the meeting and for their service during the storm.

15. Adjournment

Motion made by Commissioner Butterworth, seconded by Commissioner Wehner to adjourn the meeting at 8:00 p.m. Discussion: none. Voice vote: 6-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville.