

Town of Montville Public Safety Commission  
Regular Meeting Minutes  
Monday, April 23, 2012 – 7:00 p.m.  
Town Council Chambers – Town Hall

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

Present were Commissioners Allyn, Butterworth, Loiler, Jetmore, McNally, Moran and Wehner. Also present was Mayor Ron McDaniel. Town Council Liaison Candy Buebendorf was not present due to a previous obligation.

4. Amendments to the Agenda - none.

5. Communications

a. Copies of the monthly statistics reports from the Fire Marshal, Fire Departments, Police Department, Animal Control and Building Official.

6. Approval of the regular meeting minutes of March 26, 2012.

Motion made by Commissioner McNally, seconded by Commissioner Moran to approve the March 26, 2012 meeting minutes as submitted. Discussion, none, voice vote, 7-0, all in favor, motion carried.

7. Executive Session – none.

8. Remarks from the Public

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

9. Remarks from Department Heads

Fire Marshal Occhialini, Fire Marshal, reviewed and discussed the incident analysis for the month of March, 2012. He discussed the Fire Marshal Fees, stating the ordinance will be addressed at the Town Council meeting on April 14<sup>th</sup>. The Town Council adopted the Building Department fees at their March meeting.

Lt. Bunnell, Montville Police Department discussed the statistics report for the months between January 1, 2012 and March 31, 2012. He stated the total calls for service total five thousand fifty, Type 1 calls, three hundred and thirteen, Arrests, one hundred and twenty four and Juvenile Arrests total twelve. He discussed the Memorial Day Parade scheduled for May 20<sup>th</sup>, stating preparations are moving forward, he discussed the policy on evaluations, stating there have not been proper evaluations conducted in a long time. The policy is fair and rates employees with a number system, this policy is used in other departments and in his opinion it is a good policy. He discussed the Cornerstone ceremony, stating it went well and was well attended and he thanked Mayor McDaniel for speaking at the event.

Mayor McDaniel discussed the statistics reporting from the Police Department and stated there has been a policy change in recording statistics to accommodate the fact there are two different recording systems in the Police Department.

10. Reports from Committees and Public Safety Liaisons – none.

11. Unfinished Business

a. Discussion regarding construction of the Public Safety building.

Chairman Jetmore stated there is a meeting on Thursday evening at 6:00 p.m. at the Town Hall to discuss the Public Safety building and invited anyone interested to attend. He stated the progress is on schedule and within budget. He thanked the Mayor and Commission members who took the time to attend the Cornerstone Ceremony.

b. Update regarding the Public Safety Plan.

Commissioner Allyn stated the Police Department has submitted their data and he is waiting on Mohegan and Chesterfield Fire Stations to submit their data. Almott Associates would like to schedule a meeting in May to meet with the civic organizations and visit the Fire Stations. He will try to solidify the meeting for the week of May 14<sup>th</sup>.

Mayor McDaniel stated the Plan is long overdue and is funded with tax payer dollars. He stated he does not understand why certain organizations are not providing information as requested by Alcott Associates and Commissioner Allyn to apply to the Plan and stated he does not want the Fire Marshal to have to collect this information for Alcott Associates, stating Mr. Occhialini has gone above and beyond to collect information as requested but it is really the responsibility of the individual fire company volunteers to provide the information and data requests, and he asked the Public Safety Commission liaisons to address the fire stations that have not provided the information as requested. Chairman Jetmore asked the liaisons from the Public Safety Commission to contact the fire chiefs that are not cooperating to determine what the problem may be for non submission of data. Chairman Jetmore suggested contacting the Fire Chiefs from Mohegan and Chesterfield Fire Stations and request of them to attend the next meeting to speak regarding the Public Safety Plan and any issues they may have with compliance with requests for the Public Safety Plan.

- c. Update regarding proposed policy for new Police Officer uniforms.

Mayor McDaniel stated this project is still in the works and Sgt. Manley is working on a policy to present to the Commission for review.

- d. Update regarding the request of Department Heads to submit department policies for review.

Commissioner Butterworth stated Oakdale Fire Company is working on their policies and will forward it when it is completed.

Mayor McDaniel stated he is still waiting on policies from most of the departments. He discussed the need for new policies and procedures for the new Public Safety building security and stated there is still a need to update the procedures for the Police Department for the repository.

- e. Update regarding the proposed Building Department fee schedule.

The policy was approved by the Town Council at its March meeting. Motion made by Commissioner Butterworth, seconded by Commissioner Loiler to remove this item from the agenda. Discussion, none, voice vote, 7-0, all in favor, motion carried.

## 12. New Business

- a. Discussion regarding a proposed policy for Evaluations OP28.00 in the Montville Police Department Rules and Regulations.

Lt. Bunnell discussed the evaluations, stating the department is behind in evaluations and they are important to have and he wants to move forward with the approval of the policy if the Commission approves the wording. He stated the policy will implement bi-annual reviews and monthly reviews to employees and he discussed the benefits of the evaluations for both the town and the employee. He discussed the policy in detail with the Commission and discussed and clarified Section 4(d) regarding the sick policy at the request of Chairman Jetmore.

The Commission asked questions regarding various sections of the policy and Lt. Bunnell clarified and answered all of the questions asked.

Mayor McDaniel stated there is currently no policy in place for evaluations for employees in any Town Department. The Town and Police Department needs an evaluation system in place for employees and the town. He indicated the Police Department has good employees and the evaluation system will help out with determining what employees need help in certain areas and who does best with certain assignments. The system is an evaluation tool that can be used to help employees and benefit the department.

Commissioner Allyn stated the policy is sixteen pages long and should be condensed to make it less “wordy”. Lt. Bunnell stated he will consult with Sgt. Greenwood who wrote the policy to determine if the document can be condensed without losing necessary data.

Commissioner Moran stated Sgt. Greenwood did a great job with the policy and inquired if there is time in the schedule to evaluate everyone two times a year. He discussed the sick time, stating the Union allows for five sick instances in one calendar year.

Mayor McDaniel discussed training, refresher training and utilizing in house training.

Motion made by Commissioner Loiler, seconded by Commissioner McNally to authorize Lt. Bunnell to re-submit the proposed policy to Sgt. Greenwood to eliminate any unnecessary wording and to consider suggested amendments discussed by the Commission and to bring the policy back to the Commission with these amendments at the next regularly scheduled meeting. Discussion, the Commission suggested inviting Sgt. Greenwood to the next meeting to discuss the policy, voice vote, 7-0, all in favor, motion carried.

### 13. Remarks from the Public

Mr. Rick Gladeu, Cook Drive, discussed the police uniforms and stated the Patch did a survey that shows 52% of the residents against new uniforms. He stated there are comments on the Patch.com site that state the old Montville uniforms are preferred by most residents. He stated the new uniforms should not be either black or blue as they are hot in the sun and will be uncomfortable in the summer months. He suggested the police purchase their own uniforms if they want them.

Ms. Robin Salvatore, Police Union President, stated the policy written by Sgt. Greenwood was written in 2009 and although she supports the policy she would like a chance to look it over before it is implemented. She discussed the uniforms, stating the proposed uniforms are user friendly and will save the town money over the years. She thanked the Commission for the support and discussion of the proposed evaluation policy for the Police Department.

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

14. Remarks from Mayor McDaniel

Mayor McDaniel did not have anything further to discuss with the Commission.

15. Remarks from Town Council Liaison, Candy Buebendorf

Councilor Buebendorf was not present for discussion.

16. Remarks from Commission members

Chairman Jetmore thanked everyone for their attendance at the meeting.

17. Adjournment

Motion made by Commissioner Loiler, seconded by Commissioner Butterworth to adjourn the meeting at p.m. Discussion, none, voice vote, 7-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville.