

Town of Montville
Montville Law Enforcement Feasibility Committee
Regular Meeting Minutes for Tuesday, March 3, 2015
6:30 p.m. – Montville Town Hall — Town Council Chambers

1. Call to Order
Chairman Pike called the meeting to order at 6:33 p.m. after establishing a quorum.
2. Pledge of Allegiance
3. Roll Call
Present were Jeff Buebendorf, Joe DePasquale (7:05 p.m.), Robert Giffen, Victor Lenda, Wills Pike. Absent were Bill Bucko and Tim May. Also present were Lt. Leonard Bunnell and Resident State Trooper Sgt. James Smith (6:39 p.m.).
4. Presentations
 - a. Public Safety Committee – *tabled*
5. Alterations to the Agenda – *none*
6. Approval of the
 - a. Special Meeting Minutes of Wednesday, February 11, 2015 – *tabled*
7. Remarks from the public relating to matters on the agenda with a three-minute limit – *none*
8. Unfinished Business
 - a. Review of previous independent Police Department studies and reports
 - 1) Presentation of Findings
Based upon their discussion with Stonington Chief J. Darren Stewart, Lt. Bunnell and Sgt. Smith’s staffing suggestions, Calls for Service list, his experience working for the Montville Police Department, State Police, and as a Resident State Trooper, and the Almont Report, Mr. Lenda distributed a draft of three possible staffing proposals, each based upon a 5/3 schedule. These proposals ensure the safety of the Officers and provide adequate coverage.

RST Program:

1 RST (with patrol & administrative duties)
1 Lieutenant (with administrative duties, M-F, day shift)
5 Sergeants
17 Officers
23 Officers (as currently budgeted) + 1 RST

This proposal would allow for one (1) Sergeant and three (3) Officers per shift and two (2) Sergeants and four (4) Officers to be on leave per day. In addition, being under the RST

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Program, it takes advantage of utilizing the Detectives at the Barracks for assistance in conducting investigations and eliminating those at the PD, minimizing costs. Such duties as background checks, Sex Offender Registries, etc., in which the Detectives currently engage, may be conducted by a Civilian Community Service Officer (CSO). The elimination of the Detective positions will allow the Department to add the additional necessary Officers without additional cost. The RST, Lieutenant, or Sergeant may conduct the National Crime Information Center (NCIC) and other such duties that the CSO would not be authorized. According to the Almont Report, the more hours one works during the day, the less days he/she works during the year. It was noted that the Detectives are contractual positions and, until the contract is re-negotiated next year, optioning out those positions is not possible.

<u>Independent PD, Proposal #1:</u>	1 Chief
	1 Captain (or 2nd in Command)
	2 Lieutenants
	6 Sergeants
	4 Desk Sergeants
	17 Officers
Detective Unit:	1 Detective Sergeant
	1 Detective & Evidence Officer
	<u>1 Detective & Youth Officer</u>
	34 Officers
Administrative Staff:	1 Full-time Secretary (for Chief)
	1 Part-time Secretary (for Captain/2nd in Command)
	1 Full-time Clerk
	1 Part-time Clerk

This would allow for one (1) Sergeant and three (3) Officers during the day and midnight shifts & one (1) Lieutenant on a split/staggered shift, one (1) Desk Sergeant, and three (3) Officers during the evening shift. One (1) Lieutenant, three (3) Sergeants, two (2) Desk Sergeants, and eight (8) Officers would be on leave per day. The staggered/overlapping shift schedule will allow Officers the time to monitor any hotspots in the Town. The Desk Sergeants & Lieutenant will answer calls, greet/address visitors, maintain the security, i.e., monitor the Detention Unit, and credibility of the department, and supervise the officers. The Detective Unit would be available to assist the Officers, as necessary. In addition, the Detectives would have dual positions as the Evidence Officer and Youth Officer. Both a Lieutenant and Sergeant will be scheduled to work the evening shift, which is usually the busiest time period for calls. Should the Lieutenant or Desk Sergeant be otherwise occupied, the Sergeant or one of the Officers may be taken off patrol to monitor the prisoner(s), at the discretion of the Chief.

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<u>Independent PD, Proposal #2:</u>	1 Chief
	1 Captain (or second in command)
	6 Sergeants
	18 Officers
Detective Unit:	1 Detective Sergeant
	1 Detective & Evidence Officer
	<u>1 Detective & Youth Officer</u>
	29 Officers
Administrative Staff:	3 Civilian Community Service Officers (CSO)
	1 Full-time Secretary
	1 Part-time Secretary

This proposal includes one (1) Civilian CSO, one (1) Sergeant, three (3) Officers during the day and evening shifts; one (1) Officer working a split/staggered shift (7:00 p.m. – 4:00 a.m.), and; one (1) Sergeant and three (3) Officers during the midnight shift. Three (3) Sergeants and eight (8) Officers would be on leave per day. The Civilian CSO who would answer calls, be at the front desk, monitor the detention center, handle the photographing, fingerprinting, direct traffic, and/or other administrative and clerical duties as assigned. The position would have lots of flexibility and report to the Chief, Captain, or Sergeant on duty and provide a cost-effective solution. The third CSO on leave may fulfill the void left by the two CSOs when the other two CSOs are not working.

The need to break the current overtime cycle was noted as 90% of time off computes to overtime. Guaranteed overtime is not included in their current contract. The terms, as stated in their current Union contract, are due for re-negotiation next year.

Also included in the handout were Montville's Calls for Service for DWIs, Arrests, Summons, Pistol Permits, Alarms Answered, Disorderly Conducts, and Motor Vehicle Accidents for 2011, 2012, and 2013, respectively. In terms of determining costs, discussion regarding the inclusion of 100% of the RST costs in the RST Proposal arose. Since it has been indicated that the State may be seeking to raise the cost for the Program, including the full cost of the RST would provide a more accurate comparison. In addition, with respect to the Independent PD Proposals, a working plan spanning two (2) years, reflecting the time within which the State Police radios will need to be purchased, as well as the overlap of the RST and Chief's salaries during the transition period will need to be included.

Mr. Giffen distributed the Police Budget reflecting the Department's RST costs for 2015 and that of the costs of an Independent PD in 2016. It was clarified that Overtime – Grants (line 21), similar to Equipment – Grant Funding (line 41), refers to funds that are allocated to those line items, but are later reimbursed through a grant. While the amount does not change, there is no guarantee that that particular amount will be received. For example,

this year, the actual grant amount is more than what has been funded. Explanation of the line item for Maintenance – Police Comp (line 59), which indicates amounts ranging from \$2,800.00 to \$13,000.00, will need to be received from the Finance Director. The time period needed for the transition, either three or six months, and the possibility of phasing in the staffing over a period of two or three years was also discussed.

Chairman Pike felt that the Committee should present both of the Independent PD proposals to the Town Council. Mr. Lenda agreed, adding that the Committee should present and state which Proposal they recommend and why. He also stated the importance of focusing on the staffing of the Officers in both the RST and Independent PD proposals. It was clarified that, while a Second in Command is necessary, he/she need not be a Captain, but must be out of the Bargaining Unit and a Lieutenant is not part of the same Union as the Officers. In addition, with regards to the State Police Radios, the Department could opt to not purchase the radios but as the radios cease to work, the Department would be faced with a shortage of both portable and car radios resulting in the sharing of radios.

Mr. Lenda stated that he has found that the main concern of the residents is the potential rise in their taxes and the necessity of convincing the public of supporting a transition from a system that they view as currently working for the Town and will increase their costs. The need for additional Officers whether they opt to remain with the RST Program or transition to an Independent PD and including those numbers in their report for the RST Program for comparison was discussed. It is difficult to determine the number of times the State Police were called upon to help the Police Department. In addition, as previously discussed, the State Police has also called upon the Police Department for aid.

The need for additional staffing may also be supported by the unfunded State mandates that are being handed down to the Local Police Departments, i.e., weapons applications and background checks, sex offender registry, whether or not the Town is under the RST Program. Other mandates that are expected in the near future include high-risk weapons applications and lethality assessment programs. While a Civilian may be hired to handle such tasks, cases do arise out of these duties that may require further investigation that a CSO is not qualified. In Mr. dePasquale's experience as a Detective, the Detectives handled both the unfunded State mandates as well as major cases. The staffing included one Detective Sergeant and three Detectives and, though the unfunded State mandates did not take priority over their cases, they were completed.

Mr. Giffen, Lt. Bunnell, and, possibly, Mr. Buebendorf will meet to determine the numbers for each of the proposals. Lt. Bunnell also offered to present a monthly schedule including three Officers vs. four Officers so that the Committee can visualize how and why it works out the way it does. In order to determine the costs, a consensus of the staffing model must be obtained. Conceivably, overtime costs should be reduced with adequate staffing and the costs for additional Officers should be offset.

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9. New Business – *none*
10. Remarks from the Public with a three-minute limit – *none*
11. Remarks from the Committee Members
Chairman Pike recommended reminding those residents who are concerned with their rising taxes that the budget for the Board of Education (BOE) is hemorrhaging the Town at the expense of the Police and Public Works Departments. The BOE's current budget currently supports 273 more students than are actually enrolled and is over \$2.5 million over the State's minimum requirements or approximately 2 mills. In addition, the BOE has received, over the course of eight (8) years, an increase of at least \$1 million a year. This knowledge could open up discussions between the Town Council and the Town's various Departments regarding the utilization and distribution of these funds.
12. Adjournment
Motion made by Mr. Giffen, seconded by Mr. dePasquale, to adjourn the meeting at 7:57 p.m. Voice vote, 5-0, all in favor. Meeting Adjourned.

Respectfully Submitted by:
Agnes Miyuki, Recording Secretary