

Town of Montville Public Safety Commission
Special Meeting Minutes – January 22, 2018 - 6:00 PM
Montville Town Hall – Town Council Chambers

1. Call to order.

Vice-chair Moran called the meeting to order at 6:00 p.m.

2. Pledge of allegiance.

All stood and pledged the flag.

3. Roll Call.

Present were Commissioners Mike Butterworth, Michael Doherty, Victor Lenda, Jr., Karen Perkins, Robert Yuchniuk, and James Moran. Also present were Lt. Leonard Bunnell, Fire Marshal Raymond Occhialini, Mayor Ronald McDaniel, and Town Council Liaison Jeff Rogers.

4. Election of Officers.

Nomination for Chair:

Motion by Commissioner Doherty to appoint Commissioner Moran as chair; seconded by Commissioner Perkins.

Motion by Commissioner Butterworth to appoint Commissioner Yuchniuk as chair; seconded by Commissioner Lenda.

Discussion: Commissioner Doherty commented that he thought the chair should have Commission experience. He also said he had no background information on Commissioner Lenda. Commissioner Yuchniuk gave a brief bio including his 28 years with the Waterford Police. Nominations were closed by Chair Moran. **Vote by Show of Hands (Moran): In Favor: Commissioners Lenda, Doherty, Perkins, and Moran – Opposed: Commissioners Butterworth and Yuchniuk; 4-2, Motion carried.**

Nomination for Vice-Chair:

Motion by Commissioner Perkins to appoint Commissioner Doherty as vice-chair; seconded by Commissioner Moran. Discussion: Commissioner Yuchniuk asked why secretary could not cast one vote. Mayor McDaniel responded that the Commission does not have a secretary. **Vote by Show of Hands: 6-0. Motion carried.**

5. Amendments to the Agenda.

Mayor McDaniel stated that amendments could not be made at special meetings. Yu

6. Communications: Copies of monthly statistics reports from Fire Departments, Fire Marshal, Police, Animal Control and Building Official.

Chairman Moran confirmed that all had received the monthly reports. Mayor McDaniel commented that the Animal Control report came out at 2:00 p.m. today and that the Building official is in training but would be reminded of the report.

7. Approval of Regular Meeting Minutes of September 25, 2017.
Motion by Commissioner Doherty; seconded by Commissioner Perkins to approve the Regular Meeting Minutes of September 25, 2017. Discussion: Mayor McDaniel commented that the Finance Director had no recollection of being at this meeting. The minutes will be amended accordingly. **Voice Vote, 6-0; all in favor. Motion carried.**
8. Remarks from the Public (agenda items—three-minute limit).
Chairman Moran asked three times for remarks. There were none.
9. Remarks from Department Heads.

Fire Department Report

Per the December monthly reported submitted electronically by Fire Marshal Occhialini report, there were 246 dispatched calls for service and an annual total for 2017 of 2795 calls. The report referenced fire safety inspections and collection fees of \$39,791.13; 24 monthly inspections, Fire Prevention Education in the schools and day cares in November; current projects, and emergency management and dispatch that included grant applications, upcoming Millstone Drills, completion of the Emergency Operation Plan, and the installation of Text to 911 software by the State in March. Fire Marshal Occhialini responded to Commissioner Lenda on the collected fees and grant uses.

Police Department Report

Per the December monthly statistics report submitted electronically by Lt. Bunnell, there were 1156 calls for service during December 2017. The report also included actual calls. The source of those calls were as follows: Troop E –225; PD – 313, Walk In – 64; and By Officer – 554. Lt. Bunnell welcomed new Commission members and commented that the police reports can be found on the Town website. As to staffing, he reported there was one (1) vacancy and 23 officers currently working in the department. He also referenced the need to create a department head for discussion on tonight’s agenda. Lt. Bunnell, reported on the purchase of a new K-9, a 13-month German shepherd male that will attend the State Academy for 15 weeks. He also reported that he is working on the 2017 annual report and the upcoming budget that will include cruiser replacements. Responding to a question by Commissioner Perkins, Lt. Bunnell stated that 10 of the 23 officers are certified as EMR for Narcan dispense. He also clarified that the Resident Trooper authorizes who can carry Narcan. As to Chair Moran’s question about the applicant list, Lt. Bunnell reported there is a list of 30 applicants to draw from. Chair Moran referenced the memo to the Fire Chiefs concerning the Trick or Trunk event and the Holiday Parade.

Building Department Report – No report

10. Reports from Committee and Public Safety Liaisons.

Town Council Liaison Rogers welcomed new Commission members and then referenced the duties of the Commission that include meeting once a month, preparation and submission of an annual budget according to information provided by Department heads for review by the Commission. He also referenced administrative policies that are to be given to the Town Council for review and clarified the same for Commissioner Perkins.

11. Unfinished Business.

- a. Consideration and action upon the report and findings of the Sub-committee's meetings with Fire Chiefs on Public Safety Plan. (*Update*)

Commissioner Perkins reported that this item was on hold until the firefighters' contract was signed.

- b. Consideration and action concerning the proposed agreement with district fire houses. (*Update*).

Mayor McDaniel reported that the Exclusive Area Fire Service Agreement memorialized what unofficially was already in existence. He gave a brief history of the agreement that "floated around" for four (4) years and was plagued with insurance concerns. Taking the blame for the agreements not having been vetted by the Commission, Mayor McDaniel reported that the agreements were signed on Friday, January 19.

- c. Consideration and action concerning the Uniform Policy (*Update*)

Lt. Bunnell asked that this item be tabled as it is not ready at this time. Commissioner Lenda asked about the purpose for the policy and added that it is "important the way officers look and carry themselves." Lt. Bunnell stated aim of the policy is to standardize, elaborate on the description, and make the uniforms more affordable. He agreed to send the work done thus far to the new members and Town Councilor Rogers. Commissioner Lenda questioned why the Commission had not meet since September. Chairman Moran explained that several members resigned from the Commission.

12. New Business.

- a. Consideration and action to approve the 2018 Meeting Schedule to be filed with the Town Clerk by January 31, 2018.

Motion by Commissioner Doherty, seconded by Commissioner Perkins; to approve the 2018 Meeting Schedule to be filed with the Town Clerk by January 31, 2018. Discussion: none. **Voice Vote, 6-0; all in favor. Motion carried.**

- b. Consideration and action of draft proposal for Department Head Title – Captain.

Mayor McDaniel stated that the proposal came out of an operational issue and predicated on the retirement of Lt. Bunnell. Stating that his comments were not anti-union, it was proposed that someone outside of the bargaining unit be in place for issues that may arise.

Mayor McDaniel reported that he, Lt. Bunnell and RST Sgt. Juhola worked on the draft proposal for captain, a position that is in the organizational structure. Questions and discussion followed regarding captain duties and administrative tasks for running the department versus operational duties handled by the RST. The captain position does not require certification for the position nor does the position and those of higher ranks require recertification, according to Lt. Bunnell, but the State does require, for example, a refresher for firearm use and the LEC requires a chief's refresher. Commissioner Lenda commented that updates in new laws, new firearms, and the control aspect of duties are required every three (3) years. Upon a question by Commissioner Yuckniuk, Lt. Bunnell responded that a requirement for a refresher course can be added to the proposed policy. Suggestions about the draft policy can be sent to Lt. Bunnell. A sub-committee to vet the policy was discussed. The issue regarding span of control was a concern for Chairman Moran and Town Councilor Rogers. Chairman Moran also asked if the RST would be needed with captain on board. Qualifications for the captain position was also discussed with emphasis on minimum qualifications, a degree requirement or work experience. A 3-member subcommittee will be appointed at the next meeting.

13. Remarks from the Public (non-agenda items—three-minute limit).

Chairman Moran asked three times for comments. Lt. Bunnell clarified his earlier report that the State Academy for K-9 training begins in March and ends in June. He also referenced the importance of the Almont Study and its recommendations which he agreed to send to the new Commission members.

14. Remarks from the Mayor.

Mayor McDaniel thanked the fire chiefs for resolution of the fire agreements which was a component of the Almont Study and a request by the State. He also welcomed the new members and thanked the fire and police departments for their phenomenal work. Mayor McDaniel mentioned an opioid fatality last week when EMTs with Narcan were present. He also referenced budget challenges.

15. Remarks from Town Council Liaison.

Town Councilor Rogers publicly thanked Officers Whitt and Shepherd, responding to correspondence forwarded by Lt. Bunnell. He also stated he was happy that the fire agreements were passed and said that the Commission vacancy would be addressed shortly.

16. Remarks from Commissioners.

New Commission members were welcomed and expressed appreciation for their appointment. Chairman Moran commented that no budget requests were received and for the failure of the Commission to meet in December. Mayor McDaniel commented that the requests were supposed to come directly from the departments.

17. Adjournment.

Motion by Commissioner Perkins; seconded by Commissioner Doherty to adjourn the meeting at 7:07 p.m. Discussion: none. **Voice vote; 6-0; all in favor. Meeting adjourned.**

Respectfully submitted by:

Gloria J. Gathers
Minutes/Recording Clerk, Town of Montville

AN AUDIO RECORDING IS AVAILABLE ON THE TOWN'S WEBSITE.