

**Town of Montville Public Safety Commission
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Connecticut 06382**

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**Town of Montville Public Safety Commission Special
Meeting Minutes of Tuesday, April 13, 2010 Room 102 -
Town Hall- 7:00 p.m.**

1. Call to Order – Chairman Jetmore called the Special Meeting to order at 7:00 p.m.
2. Pledge of Allegiance
3. Present were Commissioners Allyn, Butterworth, Jetmore, Loiler, McNally and Wehner. Also present were Town Council Liaison, Candy Buebendorf and Ray Occhialini, Fire Marshal.
4. Continuation of discussions regarding the request of the Town of Montville Fire Marshal, Ray Occhialini for an increase/amendment to the 2010/2011 Fire Dispatch budget for the purpose of hiring full and part time dispatchers.

At the March meeting of the Public Safety Commission, the Commissioners had requested Mr. Occhialini provide them with a staffing schedule that would best suit the Dispatch Center needs at this time. Mr. Occhialini's had submitted a letter to the Commission and Mayor Jaskiewicz requesting an increase to the 2010-2011 budget in light of adding additional police duties to the Montville Dispatch Center for two additional full time dispatchers at forty hours per week. There is currently one person on duty on each shift and the workload has increased enough to justify the need for an additional dispatcher on each shift.

Mr. Occhialini submitted his Montville Dispatch Center Proposed Staffing request for the Commission to review. The document contains four options as follows;

Option # 1 to add two new full time employees and to supplement Saturday and Sunday with part time fill in people. This would also create twenty eight holiday shifts to be filled by part time people or be paid to full time people. This proposal has one forty two hour a week employee with two hours of overtime per week and one forty hour a week

employee as well as a part time sixteen hour per week employee to work on Saturday and Sunday from three until eleven or four to midnight shift.

Option #2 would add a new full time employee and supplement week nights and Saturday and Sunday. This employee would have a forty hour work week with two hours of overtime. A part time employee would work sixteen hours on Saturday and Sunday and thirty hours during the week.

Option #3 would add one forty hour per week full time employee for Monday through Friday and add fourteen additional part time hours on Saturday and Sunday.

Option #4 requests adding part time hours Monday through Friday from four thirty until ten thirty and four until eleven on Saturday and Sunday.

Mr. Occhialini stated all these options will need approval from the Union and options #1 and #2 would require the Town to negotiate a forty two hour work week.

Commissioner Allyn stated the problem seemed to be more of a call taking issue and not a dispatch problem per se. Discussion followed and Commissioner Allyn suggested that there may be options 5 & 6. Option 5 to possibly add a call taker(s) during busy periods and option 6 that should also be considered is becoming part of a regional dispatch.

Commissioner Allyn reviewed several statistics with the Commission demonstrating call types and busy periods by the day and hour. This information came from data supplied by Mr. Occhialini. The busy time that was consistent with added call responsibility was from the time the PD secretary left work in the afternoon to approximately 9 pm. There was a part-time secretary at one time, but due to the economy, the job was cut.

Commissioner McNally stated the monetary increase in the budget request did not reflect the cost of benefits, just the salary requested.

The Commission reviewed and discussed each option and it was the consensus of the Commission to support Option # 1 and to submit a request for an increase to the 20102011 Dispatch budget to the Town Council by next Wednesday in the best interest of the town and the residents that live in it. Commissioner Butterworth stated the Town can not risk the public's safety, health and well being by not adding additional staff and it could be a significant financial risk to the Town if something should go wrong due to lack of staffing during an emergency situation if the dispatcher can not take a call or a call is dropped.

Discussions were held regarding the dire need for the Town to be pro-active in properly staffing the Dispatch Center in order to avoid a potentially dangerous situation. It was the consensus of the Commission the residents of the Town deserve better than they are getting. A discussion was held regarding delays in relaying messages and the potential safety issues that could result.

Commissioners Butterworth and Wehner stated it is time to upgrade the system and to

prepare for the future. The Town has been growing steadily over the years and the burden put on the Dispatchers has grown but there has been no compensation in the form of hiring additional employees to help out with the growing responsibilities and duties asked of them. It is time to move forward and to look toward the future of the Town and hiring additional help would be a step in the right direction.

Commissioner Allyn stated that the Commission needs thoroughly review the options and collect and analyze data to make a proper presentation to the council to maintain the credibility of the Commission.

A discussion was held regarding training for dispatchers and the requirements needed to perform the job. Commissioner Wehner discussed part time vs. full time employees and is in favor of full time hiring because they tend to stay on for a longer period of time if they are offered benefits and full time steady hours at a good rate of pay.

It was the consensus of the Commission the hire of additional staff to help out at the Dispatch Center is the right thing to do. Commissioner Wehner stated most Dispatch Centers throughout Connecticut have two dispatchers staffed twenty four hours a day in case of emergency and to handle the large volume of calls received daily. He feels the Town of Montville should follow suit and do the right thing to protect the citizens of the Town and to avoid a potentially life or death situation that is bound to happen one day if the Dispatcher on duty is overwhelmed and can not take a call or is away from his post.

A discussion was held regarding the best way to present this proposal to the Town Council to make them understand this could potentially be a case of life or death and it should be dealt with prior to an unfortunate situation and how it is best to be pro-active before a potentially tragic situation occurs leaving the Town with a huge liability.

Motion made by Commissioner Wehner, seconded by Commissioner Butterworth to support Option #1 presented by Mr. Occhialini for staffing the Dispatch Center and to present the proposal for the hire of additional employees to the Town Council with a modification to the existing Dispatch budget request containing justification and information for this request by next Wednesday. Discussion: *The Commission discussed presenting a letter to the council with the recommended option and statistics to support the recommendation formulated from CAD data call logs supplied by Mr. Occhialini.* Commissioner Wehner urged the Commission members to attend the next meeting of the Town Council to address the request in person. Voice vote: 6-0, all in favor, motion carried.

5. Remarks from the Commissioners – none.
6. Remarks from the Public – none.
7. Adjournment

Motion made by Commissioner Butterworth, seconded by Commissioner Wehner to adjourn the meeting at 9:00 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