

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

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

**1. Call to Order**

Chairman Jetmore called the meeting to order at 7:00 p.m.

**2. Pledge of Allegiance**

The Commission stood for the pledge of allegiance and remained standing for a moment of silence to honor the two firefighters killed in the line of duty in Bridgeport this week.

**3. Roll Call**

Present were Commissioners Allyn, Butterworth, Jetmore, McNally and Moran. Absent were Commissioners Loiler and Wehner. Also present was Mayor Jaskiewicz and Sgt. Collins, Resident State Trooper.

Motion made by Commissioner McNally, seconded by Commissioner Moran to add agenda item 10 (a) Discussion Regarding Emergency Dispatchers Telephone Answering Procedures to the agenda for discussion. Discussion: Chairman Jetmore indicated Lt. Bunnell requested this item be placed on the agenda for discussion. Voice vote: 5-0, all in favor, motion carried.

**4. Approval of Minutes of the June 28, 2010 Regular Meeting Minutes**

Motion made by Commissioner McNally, seconded by Commissioner Butterworth to approve the meeting minutes of the June 28, 2010 regular meeting. Discussion: none. Voice vote: 5-0, all in favor, motion carried.

**5. Communications**

Chairman Jetmore reviewed a memo from the Town Council indicating they have approved the implementation of the Memorandum of Understanding between the Town of Montville and NCIS for the use of their LINX System.

**6. Remarks from the Public**

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

**7. Remarks from Department Heads**

Sgt. Collins, Resident State Trooper, distributed copies of the statistics report for the Commission to review. He indicated Lt. Bunnell asked him to fill in for him at this meeting. He stated this is the busiest summer he has seen since he has worked for this Department. There have been lengthy investigations including sexual assault investigations that were transferred to the Barracks because of the amount of time they require to work on them, the State Police Barracks have more people to work on the investigations, thus serving the citizens of Montville in a better manner, he stated the victims of these crimes deserve the best treatment they can get and need closure that they can get with a quick investigation. He discussed police presence around the bridge construction area controlling speed and issuing tickets to violators. He discussed personnel issues, stating there is one individual who is expected to graduate from the Academy in six weeks, and two recruits are ready to start in the Academy on August 27<sup>th</sup> pending background checks. There are five other candidates in the process of taking polygraph and psychological tests to determine who will be hired from this group, leaving one position to fill. The next Academy slot can be filled in October to bring the force back to full capacity. Lt. Bunnell has been working on getting all of the police officers their vacation time. He credits the officers helping one another and covering works shifts for each other when possible. The officer who was activated by the Coast Guard to help with the oil clean up in the Gulf of Mexico should be back on duty by the end of August. He thanked the Mayor and Chairman Jetmore for helping out with the hire of the officers to fill the positions lost over the past year. He stated good police services are what the residents of Montville deserve and he has had no complaints regarding services.

Commissioner Butterworth stated the paving will be completed soon between Route 85 and Salem town line by the end of the week and requested police presence to slow traffic down in that area.

**8. Reports from Committees and Public Safety Commission Liaisons**

Chairman Jetmore stated the Building Committee meets every Thursday at 6:00 p.m. in Room 102 and everything is going well.

**9. Unfinished Business**

**a. Discussion regarding re-assignment of liaisons**

Chairman Jetmore suggested Commissioner Wehner take on the Police Services, Commissioner Butterworth the Building Department and Animal Control, Commissioner Allyn the Fire Marshal's Office including Dispatch services, Commissioner McNally the Mohegan Fire Department, Commissioner Loiler the Montville Fire Department, Commissioner Jetmore the Oakdale Fire Department and Commissioner Moran the Chesterfield Fire House. He stated if anyone has any conflict with the assignments to let him know.

**b. Discussion Regarding Public Safety Liaison Roles and Responsibilities**

Chairman Jetmore he would request that each of the Commissioners contact their assignments and ask that they get in contact if they have any problems, changes or suggestions each entity may have or want to share with the Commission.

**c. Discussion Regarding Public Safety Policy and Procedures**

Commissioner Allyn stated the last revision to this document was in 2004 and according to the Charter they should be revised every three to five years. He received a copy of the policy and procedures from the Town Clerk and he has converted the document to Word, reformatted it and will email the document to the Commissioners so they can look at it and request changes and revision to the document. He discussed implementing the involvement of the Human Resources professional to the interview process. He discussed implementing a job description for the Commission to follow. He discussed the grant cycle and the need for the Commission to be aware of any grants applied for and subsequent matched grant money requests. He suggested the Commission get a copy of the grant application so they understand and are aware of the match money for discussion prior to the budget process vs. getting caught off guard with the grant match money request. He would like to stay ahead of the funding process. He encouraged the Commission to review the document and to suggest any changes they would like to make. After this is done, the Commission can forward the revised Policy and Procedures to the Town Attorney for review and move it forward to the Town Council for adoption.

**d. Discussion Regarding Annual Budget Policy**

Chairman Jetmore stated he would like each of the Commissioners to contact their individual departments they have been assigned to liaison with and help them to prepare their budgets and answer and questions or address any concerns. This way the Commission is prepared to support the budgets because they have been reviewed. Capital budgets are submitted in September and the regular budget notifications go out in December to start looking at the budgets in February. He hopes this will move the process along.

**10. New Business**

a. **Discussion Regarding Emergency Dispatch Telephone Answering Procedures.**

Chairman Jetmore stated he received a copy of the Emergency Dispatchers' Telephone Answering Procedures, revised 2/23/10 for identification purposes.

Sgt. Collins stated the policy is working well so far. He stated the implementation of the new procedure is working in phases and so far it is working well. The Dispatch Center has the availability to contact a police officer immediately after receiving a 911 call and they have been doing so, helping to apprehend criminals quickly and giving the officers a heads up and a quicker response time in dangerous situations. Some of the dispatchers need a little more work to get them in line with the performance of the other dispatchers who are on board with the proposal but overall they are doing a great job. He discussed implementing the entire policy in phases for the good of everyone involved. He stated keeping good records at the police department to justify when additional help is required during busy times. He stated the dispatchers are doing a great job and he has seen a lot more communication between the dispatch center and the police officers. Mayor Jaskiewicz discussed the hire of a part time dispatcher, stating he will put this item back on the agenda for the Finance Committee and send it back to the Council to get the \$26,000 required to hire a part time dispatcher for the peak hours of service in the call center. He stated Lt. Bunnell is asking to make this proposal a policy. Commissioner Allyn inquired if the position is a part time dispatcher or call taker and Mayor Jaskiewicz stated he will inquire regarding the title and get back to him. A discussion was held regarding entries into the CAD System by dispatchers and implementing this procedure into policy once there is sufficient staff to allow them to do so without jeopardizing public safety.

11. **Remarks from the Public**

John Geary, 11 Depot Road, offered the Commission a copy of his original Policies and Procedures if they need one for reference.

12. **Remarks from Mayor Jaskiewicz**

Mayor Jaskiewicz stated the Commission did a great job recommending the five police officer candidates to him for hire, he was very pleased several of the candidates are from the Town of Montville and this will help out with the field training because they already know the roads. He discussed a special meeting on August 5<sup>th</sup> to discuss the proposed Public Safety building. The Committee did a great job putting the proposal together and will be looking for support, he stated it is time to go to the residents and explain the need for a new facility, especially if the town has to live with the decision of the State to house sexual offenders on Route 32. The proposed Public Safety complex location is across the street from the proposed sex offender facility. The proposed total cost for the Public Safety complex is 6.5 million. This is a good time for constructions with huge savings to the town. The original estimates for construction started around 9 million dollars and

have come down to the 6.5 million with huge savings for the town. He discussed placing the Public Safety building construction on the ballot in November and the pros and cons of doing so as opposed to going to referendum for the proposal. A discussion was held regarding notification to the public regarding the Public Safety building proposal.

A discussion was held regarding suggestion for making the sex offender facility safer for the public including installation of a non-climbable razor wire fence, manned exits, and no possibility of work release for sexual offenders. Mayor Jaskiewicz stated he is meeting with the State Commissioner this week to discuss the proposal and he intends to state the Town of Montville does not support the sex offender facility and the Town already has two prisons and a halfway house to deal with and does not approve of the proposed location for the sex offender facility.

**13. Remarks from Town Council Liaison, Candy Buebendorf**

Councilor Buebendorf was not present to address the Commission.

**14. Remarks from Commissioners**

Commissioners Moran, Allyn, McNally and Jetmore did not have anything to discuss.

Commissioner Butterworth stated he appreciates the support of the Commission and stated it is difficult for him to make some of the meeting with everything he has going on but will continue to attend when he can.

**15. Adjournment**

Motion made by Commissioner McNally, seconded by Commissioner Moran to adjourn the meeting at 8:15 p.m. Discussion: none. Voice vote: 5-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville