

Town of Montville Public Safety Commission  
Regular Meeting Minutes for Monday, January 24, 2011  
Town Council Chambers – Town Hall – 7:00 p.m.

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

Present were Commissioners Allyn, Butterworth, Jetmore, Loiler, McNally, Moran and Wehner. Also present was Mayor Jaskiewicz and Town Council Liaison, Candy Buebendorf.

4. Amendments to the Agenda

Motion made by Chairman Jetmore, seconded by Commissioner McNally to move agenda item 8(a) immediately following 12 (d) Discussion, none, voice vote, 7-0, all in favor, motion carried. Agenda amended.

5. Communications

- a. A resignation letter of Ms. Jane Greenwood, former Animal Control Officer.

The commission secretary read the letter dated September 21, 2010 into the record and as depicted in Schedule A, attached.

- b. A letter addressed to the Public Safety Commission from former Animal Control Officer, Jane Greenwood.

The commission secretary read the letter dated January 16, 2011 to the Public Safety Commission from retired ACO, Jane Greenwood into the record as depicted in Schedule B, attached.

- c. Notification from the Town Council of the re-appointment of Mr. Russell Wehner.

The commission secretary read the memo dated January 12, 2011, addressed to the Public Safety Commission from Town Council Chairperson, Donna Jacobson into the record as depicted in Schedule C, attached.

- d. Notification from the Town Council of the re-appointment of Mr. James Moran.

The commission secretary read the memo dated January 12, 2011, addressed to the Public Safety Commission from Town Council Chairperson, Donna Jacobson into the record as depicted in Schedule D, attached.

e. A letter dated January 18, 2011 to the Public Safety Commission from Lt. Bunnell regarding a swearing in ceremony.

The commission secretary read the letter dated January 18, 2011 to the Public Safety Commission from Lt. Bunnell into the record as depicted in Schedule E, attached.

6. Approval of the Meeting Minutes December 20, 2010.

Motion made by Commissioner McNally, seconded by Commissioner Butterworth to approve the December 20, 2010 meeting minutes as submitted. Discussion, none, voice vote, 7-0, all in favor, motion carried. Meeting minutes approved.

7. Remarks from the Public

Ms. Katherine Christopher, Human Resource Director for the Town of Montville addressed the Commission regarding some of the issues discussed in the letter submitted by Ms. Jane Greenwood, former ACO for the Town of Montville. She discussed inadequacies in the dates and timelines of the hire of the new Animal Control Officer. She discussed the timeline documentation as depicted on a handout she gave to the Commissioners and stated the town had to post the position internally prior to posting it externally on the Department of Labor site and the Town web site. She checked with the State Department of Agriculture and Sgt Curry of the Department of Agriculture came to the Town Hall to help out and to offer guidelines for the requirements of a municipal ACO. Eighteen people applied for the position but many were not qualified. Of the eighteen applicants, the four highest qualified individuals were chosen to interview. Two internal people applied for the job, one backed out leaving one internal application for a total of five qualified applicants for the job. A panel was formed consisting of Sgt. Collins, Mayor Jaskiewicz, Mr. Todd Curry from the State Department of Agriculture and herself to interview the five applicants. She discussed the interview process and how the current ACO was picked out of the five applicants. She addressed the Commission regarding why they were not included in the interview process, stating she did not know the Commission should be included in the process because she is new to the job and she apologized for this. She has since read the Charter and is now well informed. She discussed the temporary hire that filled the vacancy until Ms. Martell was able to start the job. He helped out in the interim and is a dog trainer with experience as a part time ACO at another municipality. He did a good job while he was temporarily employed by the town. She does not think from a Human Resources standpoint that the process was drawn out at all. She discussed the training of the new ACO, both with the Mayor and with Mr. Curry during the first weeks of her employment. She

encouraged the Commission to read the timeline of the hiring and match it up with Ms. Greenwood's letter for discrepancies.

Mr. Wehner stated there may be some confusion regarding what the problem is, the problem is not the qualifications of the new ACO, it is not the process of how she was hired, the problem is with the whole process, the hire was outside of the bounds of what the Charter allows you to do. The timeline is not an issue with the Commission, the Commission's issue is with the fact that at no point and time was the Commission brought into the process, which it is required to be. It is a much smaller issue than what she is now bringing up, making it a much bigger issue that the Commission must now address.

Ms. Christopher indicated she felt the letter sent by Ms. Greenwood needed to be addressed because the letter is discrediting the process the town went through to hire a new ACO. She apologized for not knowing and not checking that the hire should have come through the Commission.

Mr. Wehner stated that while Ms. Christopher has been here there have been people hired that come under Public Safety and they have all gone through the interview process.

Chairman Jetmore stated the Charter specifies how the hiring of individuals that fall under Public Safety is done and this hire varied from this course and this is the issue, it is very specific what should be done by Charter and it has always been followed by other departments.

Commissioner Butterworth stated Ms. Christopher should have read the Charter and should have been aware of the policy and procedure for new hires. He inquired if the hire of the new ACO is a legal hire or if there is a violation with the Commission and an appeal is filed if she will still have a job.

Ms. Christopher apologized and indicated the Mayor has apologized for not including the Commission in the hiring process and stated they are willing to move forward and hopes the Commission is willing to move forward as well.

#### 9. Remarks from Department Heads

Mr. Ray Occhialini, Fire Marshal, discussed the statistical information for 2010 for the Dispatch Center. The total calls from the 911 system for 2010 911 calls is six thousand fifty three, administrative calls received were thirteen thousand one hundred and fifty six, administrative outgoing calls totaled ten thousand sixty seven, police related phone calls were nine hundred and fifty five with a total amount of telephone calls totaling thirty thousand nine hundred and thirty one calls. He depicted the past three years of calls for fire and ambulance and dispatch to get a perspective on how the call numbers are going up. In 2008 there were two thousand four hundred and seventy two calls dispatched, in 2009 there were two thousand five hundred and sixty four and for 2010 there were two thousand eight hundred and twenty eight. The calls are on the rise. He discussed the hiring process for a firefighter to date. The internal posting has been completed and it is now posted externally, the closing date is

February 4, 2011. After this time there will be a need for a special meeting to conduct interviews. Last Friday he was on a conference call with the State Department of Homeland Security and Emergency Management to discuss the last storm on January 11-13 for pre-assessment of possible reimbursement for snow removal. The estimate is due to them by Wednesday. The Town Council put together a regional dispatch committee and they held their first meeting in January. It is a three member committee to discuss and market the dispatch center. There are letters out to some of the surrounding towns and there has been some feedback. The next meeting will be held the second week of February, and the Commission is welcome to attend any of these meetings. There is not a member of the Public Safety Commission on this committee.

Lt. Bunnell, Montville Police Department indicated he does not have his monthly statistics for the conclusion of the calendar year 2010. He submitted an annual report to the Commission for the year 2009-2010. Some of the items discussed are the DARE program, officer of the year, officer of the classroom program continues, patrol on Gardner Lake and the river continued and for the second year the neighborhood watch continued with Sgt. Collins reaching out to six separate areas of the town. It does list the total statistics for the fiscal year 2009-2010. Officer Kondash will be starting the academy the second week of February. Officers Orr and Bedard will be graduating next week and starting their eighteen weeks of field training.

Chief Truex, Chief of the Chesterfield Fire Company asked the Commission to look into the hiring of the full time firefighter for the Chesterfield Fire Company. He has spoken with the Fire Marshal and he has explained the money is in the budget to hire one firefighter for a ten hour shift five days a week and instead of hiring the firefighter they have been using that money to pay the other career firefighters overtime to work. They are currently paying forty hours all at an overtime rate instead of paying a fifty hour per week person ten hours of overtime each work. The money is in the budget and he would like to see this position filled for the Chesterfield Fire Company. Mayor Jaskiewicz indicated there may be a Union issue with this hire and he is talking to the Fire Marshal and the attorney to work this out. Chief Truex stated there are shifts that do not currently get coverage at the Chesterfield Fire Company and it is not fair to the people who live in that section of town that they do not get the same level of coverage as other parts of town. Commissioner Allyn requested Mr. Truex submit the call number volume of the Chesterfield Fire Company to the Commission prior to them making any decisions on any new hires.

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

11. Unfinished Business

a. To consider and act on a motion to review and approve the Public Safety Rules and Procedures document.

Commissioner Allyn stated he met with the Finance Director and she put together some input as far as the finance side of the document and he met with the Human Resource director as well and she is

finishing up some input and as soon as he has those two areas of information he will complete the document. He hopes to have everything he needs and the document completed by the next meeting.

- b. Update/Discussion regarding progress to date of Public Safety Building complex.

Chairman Jetmore reported the Public Safety Building Committee will meet on Thursday at 6:00 p.m. in room 203 and invited any Commission members or public who would like to attend to do so. The Committee is moving along and making progress.

12. New Business

- a. To consider and act on a motion to review and discuss the fiscal year 2011-2012 Animal Control budget and to forward the budget to the Mayor with a recommendation for approval.

Ms. Christian Martell, ACO for the Town of Montville reviewed and discussed her proposed budget with the Commission, she justified all of the increases in her budget by presenting the need for each for operating expenses. She is asking for an increase in veterinarian fees, stating the number of animals coming through the shelter due to a hoarding case and the poor economy has almost used all of the funds allotted to date for basic care and euthanasia. Advertising costs between twenty one and twenty six dollars for a one day ad in the New London Day or the Norwich Bulletin. Any time there is a roaming dog it must be published in the newspaper by State law and this is quite often and costly. She discussed the need for new uniforms, safety equipment, and traps that are necessary for animal control in the town.

Motion made by Commissioner McNally, seconded by Commissioner Butterworth to accept the 2011-2012 Animal Control budget and to forward the budget to the Mayor and Town Council with a recommendation for approval. Discussion, Commissioner Butterworth suggested Ms. Martell write a letter explaining why she is asking for the increases to the budget so that when it goes to the Town Council they will have the information they need to evaluate the budget. Voice vote, 7-0, all in favor, motion carried.

- b. To consider and act on a motion to review and discuss the fiscal year 2011-2012 Building Department budget and to forward the budget to the Mayor with a recommendation or approval.

Mr. Vern Vessey was not present to discuss his budget but he did submit the budget to the Commission for review. Commissioner Butterworth stated the town has been asking for no increases over the years and indicated Mr. Vesey has been very good with keeping his expenses down the best he can. Commissioner Wehner stated the increases to the Building Department budget are as minimal as the Commission could hope to see.

Motion made by Commissioner Butterworth, seconded by Commissioner McNally to accept the 2011-2012 Building Department budget as submitted and to forward the budget to the Mayor and Town Council with a recommendation for approval. Discussion, none, voice vote, 7-0, all in favor, motion carried.

c. To consider and act on a motion to review and discuss the fiscal year 2011-2012 Police Department budget and to forward the budget to the Mayor with a recommendation for approval.

Lt Bunnell discussed the Police Department budget for 2011-2012, and gave a summary of the entire budget from the mission statement he submitted to the Commission. He stated he is doing his best to hold the line and not spending unless he absolutely has to, even though it would be nice to get a couple of extra things done over the course of the year. He discussed training expenses, ammunition expenses, overtime expenses, cruiser replacement, salaries and an additional officer hire.

Motion made by Commissioner Butterworth, seconded by Commissioner Moran to accept the 2011-2012 Police Department budget as presented and to forward the budget to the Mayor and Town Council with a recommendation for approval. Discussion, none, voice vote, 7-0, all in favor, motion carried.

d. To consider and act on a motion to review and discuss the fiscal year 2011-1012 Fire Marshal, Fire Departments, Dispatch and Civil Preparedness budgets and to forward the budget to the Mayor with a recommendation for approval.

Chief Ron Turner discussed the budget for the Montville Fire Department for the fiscal year 2011-2012. He explained last year it was recommended the fire department show a good faith effort and give back four thousand dollars from the budget. The requested amount is approximately 5.14 percent increase over last year due to asking for the four thousand dollars he gave back last year plus one thousand dollars. He discussed the increases to training, insurance, auditors, and maintenance on portable equipment.

Motion made by Commissioner McNally, seconded by Commissioner Moran to accept the 2011-2012 budget presented by Chief Turner for the Mohegan Fire Department and to forward the budget to the Mayor and Town Council with a recommendation for approval. Discussion, none, voice vote, 7-0, all in favor, motion carried.

Chief Truex, Chesterfield Fire Company discussed the 2011-2012 fiscal year budget for the Chesterfield Fire Company. He indicated the budget is a 7.3 percent increase over what he requested last year, not what they actually received. The reason for this is to replace equipment needed for the fire house to operate. The list of items requested is over twenty one thousand dollars but he is only asking for five thousand to get items he desperately needs and to keep them in NFPA compliance. Turnout gear is only good for ten years and after this period of time it is not good for interior firefighting any longer. The fire house needs an additional five hundred feet of large diameter hose in order to be NFPA compliant for

the number of lengths on the engine at a cost of three thousand three hundred dollars. He discussed gear testing and hopes to get an additional gear tester. He discussed costs to heat the building, fees for air compressor air quality testing, and a request for a Fire Act Grant in the amount of sixty seven thousand dollars with a match of ten percent.

Motion made by Commissioner Butterworth, seconded by Commissioner Moran to accept the 2011-2012 budget presented by Chief Truex for the Chesterfield Fire Company and to forward the budget to the Mayor and Town Council with a recommendation for approval. Discussion, none, voice vote, 7-0, all in favor, motion carried.

Fire Marshal Ray Occhialini discussed the Fire Protection, Fire Marshal's office and Dispatch Center budgets with the Commission. He reviewed all the increases and decreases to this budget, a full time hire in the dispatch center, regional dispatch, and operating costs. Chairman Jetmore stated Mr. Occhialini presented a complete, substantiated presentation and he answered all questions asked.

Motion made by Commissioner Butterworth, seconded by Commissioner Moran to accept the budgets presented by the Fire Marshal for the fiscal year 2011-1012 Fire Marshal, Fire Departments, Dispatch and Civil Preparedness departments and to forward the budgets to the Mayor and Town Council with a recommendation for approval. Discussion, none, voice vote, 7-0, all in favor, motion carried.

The Oakdale and Mohegan Fire Companies did not submit their budgets for review and therefore will not be getting a recommendation from the Commission for approval.

8. Executive Session

a. To consider and act on a motion to enter into Executive Session for the purpose of discussions regarding internal personnel issues. The discussions held during Executive Session to include members of the Public Safety Commission.

Motion made by Commissioner Loiler, seconded by Commissioner Moran to enter into Executive Session at 8:38 p.m. Discussion, none, voice vote, 7-0, all in favor, motion carried and invited parties left chambers at 8:38 p.m., returning at 9:12 p.m. Chairman Jetmore resumed the meeting and indicated no formal votes were taken during the Executive Session.

13. Remarks from the Public

Chairman Jetmore asked three times if there were any remarks from the Public and there were none.

14. Remarks from the Mayor – none.

15. Remarks from Town Council Liaison, Candy Buebendorf

Councilor Buebendorf stated it was refreshing to meet the Animal Control officer and suggested the Commission ask if department heads can not attend the monthly meetings that they send a brief written report to keep up on what is going on with them. There is a lot of information that comes out at budget time and it may be instructive for everyone on the Commission if they had more information during the course of the year regarding day to day operations. She suggested this commission start requesting budget requests from departments in November so not to be so rushed to approve all the budgets all in one night.

16. Remarks from the Commissioners

Commissioner Allyn stated he hopes he will have the Rules and Procedures document ready for the next meeting and part of the document includes a request for all budget information by the December commission meeting.

Commissioner McNally thanked all the department heads who presented their budgets, stating they did a great job and kept the increases to needs and not wants.

Commissioner Butterworth stated there is fire apparatus in town that are over twenty years old and are still on the road. One machine is a 1986 that was reconditioned. He discussed considering alternate options for police cars that are less expensive than the Crown Victoria models.

Commissioner Jetmore thanked everyone for their attendance and for their service, he appreciates what the public safety community does for the town and for everyone personally.

17. Adjournment

Motion made by Commissioner McNally, seconded by Commissioner Loiler to adjourn the meeting at 9:45 p.m. Discussion, none, voice vote, 7-0, all in favor, motion carried, meeting adjourned.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville