

Town of Montville Public Safety Commission  
**Special Meeting Minutes – March 9, 2017 - 6:00 PM**  
Montville Town Hall – Town Council Chambers

1. Call to order.

Chairman Jetmore called the meeting to order at 6:04 p.m.

2. Pledge of allegiance.

All stood and pledged the flag.

3. Roll Call.

Present at the meeting were Commissioners Michael Doherty, James Moran, Karen Perkins and Chairman David Jetmore. Also present were Lt. Leonard Bunnell, Mayor Ronald McDaniel, Fire Marshal Ray Occhialini, Town Council Liaison Laura Tanner, Town Council Chairman Joe Jaskiewicz, and RST Sgt. Mark Juhola (6:14 p.m.) Commissioners Elizabeth Adams, Gary Allyn and Wills Pike, who was chairing a Board of Assessment Appeals meeting, were absent. A quorum was present.

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

Commissioner Jetmore asked three times for remarks. There were none.

5. Unfinished Business.

a. Consideration and action concerning the Dispatch Policy.

Lt. Bunnell began discussion of the Policy continued from the regular Commission meeting of February 27, 2017, stating that it has been an “ongoing goal/event for many years” and the subject of debate. He spoke about cooperation/non-cooperation but emphasized that the critical issue is the need for more dispatchers to handle the workload. Lt. Bunnell reported that he and Fire Marshal Occhialini had met since the February Commission meeting and tweaked the Policy per the Fire Marshal’s concerns, and it was revised and emailed to the Commissioners for review. He added that nothing in the revised policy would affect what is going on currently which is the need for a second full-time dispatcher, to populate CAD, and to lighten the load for police officers on the road who need CAD information.

In the absence of Commissioner Pike, Town Council Liaison Tanner advised the Commission of Commissioner Pike’s proposed changes to the Policy as follows for discussion:

Section 2: Telephone Procedure

Item (f) -- The dispatcher “will” (change to “*shall*”) not give out personal information...

Item (h) – Commissioner Pike asked what constitutes a “routine call.” Lt. Bunnell stated that a routine call is a non-911 emergency call is dispatched to the routine police line but not identifiable under the current system. Also suggested was changing the word “attaining” at the beginning of Line 3 to “*obtaining.*”

Item (i) – Commissioner Pike suggested deleting “*most likely effected*” from the item beginning “Once a call for service is received, the Dispatcher shall a radio the patrol officer... The Commissioners agreed that the wording should remain as written.

Item (j) – Commissioner Pike suggested that a hand-written note may not be appropriate—email was proposed. Lt. Bunnell stated police officers have mail slots that are directly outside of the Dispatcher door. Per discussion, Commissioner Doherty proposed that messages could be forwarded by either method, handwritten or email. Commissioner Jetmore commented that the handwritten message was being looked at from an operational point of view.

### Section 3: Front Lobby Procedure

Item (c) – Commissioner Pike asked how Dispatchers would electronically admit authorized personnel or Town employees to the building—via fob or button push. Lt. Bunnell stated that they would be buzzed into the building.

### Section 4: Radio Procedure

Item (c) – Commissioner Pike how Dispatchers ensure calls are received when radioing police patrols. Lt. Bunnell responded that an announcement is made now once the message is radioed. Commissioner Doherty proposed changing the wording to “*acknowledged*” and deleting “*received*.” Commissioner Moran suggested the inclusion of both words, “*received*” and “*acknowledged*” given that an officer may not be inside the vehicle.

Fire Marshal Occhialini commented that he is happy with the final draft of the Dispatch policy after his discussion with Lt. Bunnell. Responding to a comment by Commissioner Doherty that the dispatchers have issues, Fire Marshal Occhialini said that labor issues are not under his purview. Lt. Bunnell then verified the policy changes and stated he would email a final copy of it to everyone. Town Council Chairman J. Jaskiewicz stated that he wanted to see the policy passed but said that the Town and its budget may be impacted by having to fully pay for the RST as it has been proposed by the legislature. He agreed that the Policy had been lingering for a while but asked that the Commission support and pass the Policy and forward it on the Town Council.

Motion by Commissioner Moran, seconded by Commissioner Doherty to accept the Dispatch Policy, as amended. **Discussion: none. Voice Vote, 4-0, all in favor. Opposed, no votes. Motion passed.**

6. Remarks from the Public (non-agenda items—three-minute limit).  
Commissioner Jetmore asked three (3) times for remarks. There were none.

7. Remarks from the Mayor.

Mayor McDaniel remarked on the MOU between the Town and the Union and commented that the PD is responsible when an administrator is out and coverage is provided by a police officer.

8. Remarks from Town Council Liaison.

Town Council Liaison L. Tanner thanked Fire Marshal Occhialini for working collaboratively with Lt. Bunnell to move the Dispatch Policy forward.

9. Remarks from Commissioners.

Commissioner Jetmore thanked Lt. Bunnell and Fire Marshal Occhialini for working together on the Dispatch Policy.

10. Adjournment.

Motion by Commissioner Jetmore; seconded by Commissioner Perkins to adjourn the meeting at 6:22 p.m. Discussion: none. **Voice vote; 4-0; all in favor. Meeting adjourned.**

Respectfully submitted by:

Gloria J. Gathers  
Recording Clerk, Town of Montville

**AN AUDIO RECORD OF THE MEETING IS AVAILABLE ON THE TOWN WEBSITE.**