

TOWN OF EAST LYME
POLICE COMMISSION
REGULAR MEETING OF APRIL 13, 2017
MINUTES

Members Present: Mark Nickerson, Daniel Price, Joseph Perkins, Giancarlo D'Angelo, Tony Buglione and Mark Powers

Also Present: Sgt. Mike Macek, Mr. Michael Finkelstein and Sgt. Paul Renshaw

Members Excused: Thomas Gardner

Mr. Price called the regular meeting to order at 6:02 p.m. and led the Pledge of Allegiance.

- 3. Approval Of Minutes
 - a. Regular Meeting of February 16, 2017
 - b. Special Meeting of February 27, 2017
 - c. Special Meeting of March 13, 2017
 - d. Special Meeting of March 20, 2017
 - e. Special Meeting of March 28, 2017

FILED
apr 18 2017 AT 3:30 AM/PM
Kevin Galbo, etc
EAST LYME TOWN CLERK

MOTION (1)

Motion by Mr. Powers to approve all five meeting minutes. Seconded by Mr. Nickerson.
Motion passed 6-0.

Mr. Price announced that the first ever Police Chief contract for the Town of East Lyme is ready to be signed this evening, and invited Mr. Finkelstein forward for the signing. In the presence of the Police Commission members, Mr. Price and Mr. Finkelstein fully executed the contract; and Mr. Finkelstein was administered his oath of office, with official start date of May 1, 2017, as the Town of East Lyme's first Chief of Police.

4. New Business

a. Dispatch Communications

Sgt. Macek reported that there is a lot of training that will need to be done in order to bring all of the dispatchers up to speed with adding the Police Department to the dispatch; currently the dispatchers primarily field fire and EMS 911 calls. The police 911 calls currently go through State Police dispatch. He reported that Waterford has a certified trainer on their dispatch staff, and she will be assisting in the training process. Sgt. Macek stated that there is online training, Total Response Law Enforcement Dispatch training, taking place in June that has not been budgeted but that the dispatchers will need to complete the training. For less than 20 people the cost is \$369 per person; over 20 people and the price drops to \$299 per person or approximately \$6,000 total.

Chief Finkelstein noted that our dispatchers come with varying levels of experience and training, and not all of them will require the same amount of training. It was reported that the Police Department will officially take over dispatch once the Collect System goes live; our

dispatchers will be trained and ready for that to happen, and Waterford is ready to assist our dispatchers will this transition.

Sgt. Macek reported that they are in the process of reviewing Waterford's SOPs for dispatch, and noted that the SOPs in place for our Emergency Management team contains detailed instruction on entering information into IMC, but does not contain enough information on actual dispatch procedures that will apply to the police department.

Mr. Buglione inquired as to if there will be a workstation set up for the on duty Sergeant to do paperwork and be accessible to dispatch, and it is confirmed that there is a workstation set up for this purpose, and that there will also be appropriate filing space for active warrants to be stored and accessible to dispatch.

b. Priority List

Mr. Price noted that the two top items on the priority list are dispatch and radios. Sgt. Macek is working on compiling all of the hard copy and electronic forms necessary in an independent police department scenario. Mr. Price reported that replacement of the security window and bricking as a security measure has been completed at the Police Department. IMC received Board of Finance approval, and is now headed to Town Meeting on April 19th at 7:00 p.m. Records storage will be housed at the police department in East Lyme, and provisions are being put in place and proper equipment procured. Dispatch training will be forthcoming with assistance from both Waterford and Ledyard Police Department dispatch training personnel.

c. Ongoing CI Plan

Mr. Nickerson stated that because of the state of the current economy, this budget is, and needs to remain, minimal. He confirmed that approved in this year's budget are the replacement of two police vehicles, as well as the purchase of a vehicle for the new Chief.

5. Subcommittee Reports

a. Chief of Police

Mr. Price noted that the contract was signed at tonight's meeting and oath administered, with an official start date of May 1, 2017.

b. Procedures

Mr. Perkins reviewed briefly the changes that are being proposed for the Policies and Procedures manual, and reported that few of the major changes will be switching from "First Selectman" to "Chief of Police", the chapter on possessed property, arrest procedures, and evidence procedures.

c. Police Department Building / Operations

Mr. Buglione reported that he has been working with Sgt. Macek to go over the Operations of the Police Department, including staffing, administrative duties, patrol shifts and areas, summer and special events, marine patrol and regional patrol with Waterford, to name a few. Regarding the building, Mr. Buglione reported that the existing building needs some work, but that he has been working with Joe Bragaw who has been able to provide all maintenance and the dates that work was performed.

d. Communications

Mr. Perkins shared reports outlining the subscriber list and town frequencies list.

e. Budget

Mr. Nickerson stated that Sgt. Macek and Ms. Johnson worked very hard to keep this budget efficient and at the bare minimum. With that in mind, he reminded everyone that depending on what happens with the final State budget, this budget may change even though it is bare minimum. He reported that the Dispatch budget has been removed from the Emergency Management budget line by line and moved over to the Police Department budget. It was discussed that an Audit/Inventory subcommittee should be formed to oversee this process.

MOTION (2)

Motion by Mr. D'Angelo to create an Audit & Inventory Subcommittee; the members of which will be Tony Buglione, Giancarlo D'Angelo and Tom Gardner.

Seconded by Mr. Buglione. Motion passed 6-0.

6. Communications

There were none.

7. Public Comment

Sgt. Paul Renshaw congratulated Mr. Finkelstein on his appointment as Chief of Police, and stated that the men and women of our police department are supportive of this choice and looking forward to the transition to an independent police force.

Sgt. Renshaw reported that they have been conducting weekly sergeant meetings to keep on top of what needs to be done before the switchover. He noted that there are three main things that need to be accomplished before June 1st. First is dispatch, second is communications, and third is IMC reporting. Currently we do not have the IMC reporting piece in place, but an appropriation of \$17,796 for this module is on the agenda to be approved at the April 19th town meeting. Once this module is in place, they will come to us to perform all the training necessary, which is included in the cost of this module.

Chief Finkelstein noted that switching over from Nexgen to IMC will require additional labor. Sgt Macek, Chief Finkelstein and our current Resident State Trooper, Sgt. Jeffrey McDermott, will be meeting in the near future to discuss this process.

Mr. Perkins inquired as to how we will be handling open cases, and Chief Finkelstein stated that those open cases are technically owned by the State Police, and this is a piece of the puzzle that Sgt. McDermott has a good handle on.

8. Adjournment

MOTION (3)

Mr. Nickerson moved to adjourn the April 13, 2017, meeting of the East Lyme Police Commission at 7:05 p.m.

Seconded by Mr. Buglione. Motion passed 6-0.

Respectfully submitted,



Sandra Anderson, Recording Secretary