

WOODBRIIDGE BOARD OF POLICE COMMISSIONERS

REGULAR MEETING

MINUTES

January 8, 2019

The Regular Meeting of the Woodbridge Board of Police Commissioners/Woodbridge Traffic Authority took place Tuesday, January 8, 2019 at 6:15 p.m., in the Woodbridge Police Department Training Room.

COMMISSIONERS and LIAISONS PRESENT:

Chairman Robert Berke, Commissioner Matthew Gilbride, Commissioner Stephen Falcigno, Commissioner Deborah Fried, Joseph Crisco-Board of Selectmen Liaison, Paul Kuriakose-Board of Finance Liaison

POLICE DEPARTMENT ADMINISTRATION:

Chief Frank P. Cappiello, Deputy Chief Raymond S. Stuart, Administrative Assistant Janice Innocenzi

ABSENT:

Commissioner Deborah Desir

- *Chairman Berke called the meeting to order at 6:15 p.m.*

SWEARING-IN CEREMONY

- **Officer Michael Mastropetre:** Chief Cappiello welcomed Certified Officer Mastropetre and congratulated him on this new facet of his career. Chairman Berke conducted the swearing-in of Officer Michael Mastropetre.
- Chairman Berke said the agenda items will be taken out of order and Executive Session will be conducted later in the meeting.

APPROVAL of MINUTES:

- B.O.P.C. Regular Meeting – December 11, 2018

The Board voted unanimously (Falcigno/Fried) to approve the minutes from the December 11, 2018 regular meeting of the Woodbridge Board of Police Commissioners.

PUBLIC COMMENTS/CORRESPONDENCE:

- There were no Public Comments or correspondence.

REVIEW of REPORTS

- **Financial Report:** Chief Cappiello reported that we are half-way through the fiscal year and are right on target with 49% of our budget used thus far. ISU overtime reflects a critical service, we are moving forward with the homicide investigation, there have been significant developments in the last few weeks/days, and more are anticipated in the near future.

The Board voted unanimously (Gilbride/Fried) to accept the Financial Report.

- **Activity Report:**

Deputy Chief Stuart reported the following activity for the month of December –

- **Motor Vehicle Activity** – We are doing pretty well considering December was a holiday month. One of our recently retired officers was very high in activity and if you remove his 20-30 per month from overall activity, it brings it to about normal. Many of our newer officers are really stepping up to the plate and their activity was up. We participated in the “Click it or Ticket” during the month, as well.
- **Burglaries:** There were no burglaries during the month of December.
- **Criminal Mischief:** 1 (vandalism to a light pole on Johnson Road)
- **Drug Complaints:** 3 (Officer Capozzo made 2 good DWI arrests and another arrest that involved a DWI motor vehicle accident and possession of marijuana.)
- **Family Disputes:** 2
- **Larcenies:** 5
- **Motor Vehicle Accidents:** 4 with injuries; 28 without injuries (32 total)
- Chief Cappiello reminded the Board that Officer Capozzo attended Highway Safety Program Training in Arizona to become a certified drug recognition expert and that really complements his DUI enforcement efforts. Chief Cappiello thanked Officer Capozzo for a job well done.

The Board voted unanimously (Fried/Gilbride) to accept the Activity Report.

REPORT of the CHIEF of POLICE

- **Request for Police Building Renovation Committee:** Chief Cappiello reported that during our recent Capital Budget presentation, he once again proposed our request for renovations. We are the only Department in Town that is operating 24/7, 365 days a year and we continue to patiently stand by and watch as renovations are being done all around us. Back in 2009, the space needs assessment was done and at that time, they recommended enlarging and renovations. That was 10 years ago and now pretty much absolutely nothing has been done, and we are at the point now that we have more than run out of space, things are breaking, you see how the floors look in here, the Dispatch Center is deplorable. Commissioner Falcigno asked the Chief for a punch list of things that have to be done immediately, things you can prioritize over the next year or two. Chief Cappiello said that’s fine for short-term fixes and goals, but for the long-term project he asked the Board to put a committee together that could evaluate those and work with the Town to get them addressed and funded.
- **Amity I.T. Update:** In December, a meeting was held with Tony Genovese, the I.T. Staff and Terry Loomis - Finance Director from Amity High School for a quarterly review of our shared technology services. The Chief addressed his concerns at the meeting. We set up a weekly I.T. meeting with the Director from the high school and their Tech will come by every week. They have been great to work with, they are very knowledgeable, but they are overtaxed. The Chief said he is optimistic as we move forward.
- **Amity MOU Update:** Several months ago, the Board requested some language changes be made to the Police Response and Graduated Response Model for Police Involvement in the School section in both the Beecher Road School and Amity High School Resource Officer Memorandums of Understanding. The Beecher Road School MOU modifications were completed and signed in October. Following that, we were waiting for the new Superintendent to be selected and situated at Amity High School before making similar changes to the High School MOU. Chief Cappiello met with Superintendent Byars and he shared the new language that addressed the changes Chairman Berke requested. Chairman Berke signed the updated MOU.

The Board voted unanimously (Fried/Falcigno) to approve the changes made to the Amity High School MOU.

- **Dispatch Update:** Last month, NORCOM was here to make technical modifications to the new radio console to help correct some Dispatch and radio transmission issues that had arisen. Their Techs said that this is common with a new system, you practice on it, use it and determine what works and what needs to be changed, then make those modifications to best fit the needs of the agency. Over the past few months, we have also been researching the transfer of medical pre-arrival instructions to AMR in an effort to enhance services and improve efficiency by freeing up the Dispatchers, especially at critical times. Initially, this generated a labor concern by the Dispatchers, which has recently been resolved between the Town’s Labor Consultant and the Dispatchers’ Collective Bargaining Unit. The Chief and Deputy Chief have been working

with the Town's EMS Commission, AMR, AT&T and the new 911 System to get all the final logistics done. Last week, the AMR Communications Manager was on-site to finalize procedural issues with us and on January 7, 2019 at 08:00 hours, we began our new procedure of processing Emergency Medical Calls. So far, it is working smoothly and with no issues.

- **Conference Call:** The Chief notified the Board that a conference call is scheduled for Friday, January 11 and every Friday at 2:00 pm. Participants include Chief Cappiello; the Fire Chief and a representative from the Fire Commission; a representative from the Board of Police Commissioners (or any member of the BOPC interesting in joining in on the call); the Town Administrative Officer and possibly the First Selectman. Chief Cappiello will e-mail the call-in information to the Board.

The Board voted unanimously (Falcigno/Gilbride) to accept the report of the Chief of Police.

PERSONNEL MATTERS

- **Family Medical Leave:** An officer, who has been out since June on an extended medical leave due to illness, has exhausted all of his accumulated personal, vacation and sick time and applied for Family Medical Leave. He has been out on FMLA for the last 12 weeks and that leave has recently expired. His most recent physician status report states that he is making progress and the doctor feels he will be able to return to work as a police officer in possibly 6 to 8 weeks from that report, which was dated December 6. At this time, the officer remains out of work and we are working with him and the Town's Labor Consultant to see how we proceed from there. We are hoping for his successful recovery and prompt return to work.

BUDGET

- **Operating Budget:** Both members of the Budget Subcommittee, Commissioner Gilbride and Commissioner Desir, have met with the Chief and Deputy Chief to review the proposed Operating Budget. Commissioner Gilbride stated his biggest concern was the police overtime line. General discussion and debate took place.

The Board voted unanimously (Gilbride/Fried) to approve the proposed Operating Budget.

NEW BUSINESS

- There was no New Business to discuss.

OLD BUSINESS

- There was no Old Business to discuss.

EXECUTIVE SESSION and ACTION TAKEN, as APPROPRIATE

The Board voted unanimously (Gilbride/Fried) to move into Executive Session at 7:09 p.m. for the purpose of discussing personnel matters regarding the hiring a Certified Officer Candidate. (The Chief, Deputy Chief and Administrative Assistant were invited to stay; all others were excused.)

- The Board moved back into regular session at 7:19 p.m.

ACTION TAKEN on MATTERS DISCUSSED in EXECUTIVE SESSION:

- Hiring – Certified Police Officer:

A motion was made by Commissioner Gilbride and seconded by Commissioner Fried to hire John Lalli as a Grade B Certified Officer, with five vacation days and upon completion of one year of service, he will move up to Grade A, with ten vacation days.

Those in Favor: Gilbride, Fried, Falcigno

Those Against: None

Abstained: Berke

Motion passes.

ADJOURNMENT:

The Board voted unanimously (Gilbride/Fried) to adjourn the Regular Meeting of the Woodbridge Board of Police Commissioners at 7:20 p.m. and move directly into the Regular Meeting of the Woodbridge Traffic Authority.

Respectfully submitted:

Janice Innocenzi

Janice Innocenzi
Administrative Assistant

WOODBRIIDGE TRAFFIC AUTHORITY

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ABSENT:

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PUBLIC COMMENTS/CORRESPONDENCE:

- There were no public comments or correspondence.

TRAFFIC MATTERS:

- There were no traffic matters to discuss.

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- Activity Report:

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REPORT of the CHIEF of POLICE:

- Amity MOU Update:

The Board voted unanimously (Fried/Falcigno) to approve the changes made to the Amity High School MOU.

The Board voted unanimously (Falcigno/Gilbride) to accept the report of the Chief of Police.

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