

WOODBIDGE BOARD OF POLICE COMMISSIONERS

REGULAR MEETING

MINUTES

March 12, 2019

The Regular Meeting of the Woodbridge Board of Police Commissioners/Woodbridge Traffic Authority took place Tuesday, March 12, 2019 at 6:15 p.m., in the Woodbridge Police Department Training Room.

COMMISSIONERS and LIAISONS PRESENT:

Chairman Robert Berke, Commissioner Deborah Fried, Commissioner Deborah Desir, Joseph Crisco-Board of Selectmen Liaison, Paul Kuriakose-Board of Finance Liaison

ABSENT:

Commissioner Matthew Gilbride, Commissioner Stephen Falcigno

POLICE DEPARTMENT ADMINISTRATION PRESENT:

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

- *Chairman Berke called the meeting to order at 6:16 p.m.*
- The swearing-in ceremony was moved to later in the meeting until the officer completed a call for service.

APPROVAL of MINUTES:

- B.O.P.C. Regular Meeting – January 8, 2019: Tabled until next meeting.

PUBLIC COMMENTS/CORRESPONDENCE:

- There were no Public Comments or correspondence.

REVIEW of REPORTS:

-Financial Report: Chief Cappiello reported that we are now eight months into the fiscal year and are right on target with 69% of our budget used thus far.

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

-Activity Report:

Deputy Chief Stuart reported the following activity for the months of January/February –

- Burglaries: January – 1 / February – 2
- Drug Arrests: January – 3 / February – 2
- Domestic Violence: January – 3 / February – 1
- Motor Vehicle Accidents: January – 22 total, 2 with injuries, 18 without injuries, 2 unknown injuries
February – 16 total, 2 with injuries, 12 without injuries
- Officer Activity is good; everyone is trying their best.
- ISU:
 - January – 4 new cases (3 larcenies/1 burglary); 3 arrest warrants served through the Patrol Division; still working on their old cases including the kidnap/homicide; processed 23 fingerprints and one pistol permit.
 - February – 4 new cases (1 sexual assault/2 burglaries/1 suspicious incident); 2 arrests associated with a stolen trailer; 1 arrest warrant served on a juvenile; continue working old cases, awaiting court approval on 2 arrest warrants; received a DNA match on a case they are investigating; 18 fingerprints and 1 pistol permit were processed, along with 8 solicitor permits.

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

SWEARING-IN CEREMONY

- **Officer John Lalli:** Chief Cappiello welcomed Certified Officer John Lalli and congratulated him on this new chapter in his law enforcement career. Officer Lalli brings years of law enforcement expertise to our Department including street sense and knowledge of the Westville area. Chairman Berke conducted Officer Lalli's swearing-in.

REPORT of the CHIEF of POLICE

- **Amity MOU Update:** In February, the Board approved the signing of the MOU including the requested amendments. Last week, Supt. Byars forwarded a copy of the fully signed document dated March 5, 2019. Moving forward, the MOU will automatically renew itself annually on July 1, unless changes are required.
- **Carport Project Status:** Contractors have been working throughout the winter and both structures are up and are being used. There was an issue with the roof size on the upper canopy and the fascia on both canopies. They still have some work to do, but once the structural work is completed, the final site work and paving will be completed as the weather warms up.
- **EMPG Grant Award:** Deputy Chief Stuart applies annually for the fully funded State of Connecticut, Emergency Management Performance Grant (EMPG). We received notification that our application was approved and the town will be receiving \$5,000 in grant funds. The intent of the grant is to assist communities in enhancing their local emergency management programs. We will be working with the Finance Director and possibly use the funds for the upgrading of some computer monitors and related equipment for our EOC.
- **"Stop the Bleed" Community Event:** On Tuesday, March 26, the Woodbridge Police Department, along with personnel from Yale-New Haven Hospital and staff at the JCC, will be sponsoring a "Stop the Bleed" life-saving training event at the JCC. Following the Sandy Hook tragedy in 2013, President Obama enacted a national "Stop the Bleed" campaign initiative in 2015. The goal of the program is to turn ordinary citizens and bystanders into first responders at the scene so they can take action before any first responders even arrive. This is a 90-minute course, which teaches and provides hands-on practice of pressure application, wound packing and the use of tourniquets. We now have an officer trained as an instructor. During the Boston bombing, there were many doctors and nurses participating in the race and spectators in the crowd, who were able to use their basic skills to provide immediate treatment and save many lives before first responders could get to the injured. More information can be found on the JCC website.
- **Dispatch Status (Update):** The new radio consoles are in place and have eliminated many of the mechanical and equipment problems we had with our old system. There has been a learning curve in the operation of the new system and NORCOM continues to make some final adjustments and modifications to the equipment. As previously reported, in an attempt to free up the Dispatcher and to improve efficiency, especially during critical times, we have coordinated the transfer of the emergency medical pre-arrival instructions to AMR. We continue to dispatch the Medic, but after getting the initial information, we put the caller in direct communication with AMR. The process has been in place for almost two months. The transition went well and we have not encountered any problems with it. On January 14, we implemented the use of the Priority Dispatch Emergency Fire Dispatch card set system, which allows the Dispatcher to ask specific fire related questions to the caller and then to transmit that information to the responding fire personnel and apparatus so they can respond appropriately. Over the last week, Commissioner Berke, Chief Cappiello, the Dispatchers, Fire Chief and a member of his department, met to discuss difference perspectives of Fire Department dispatch. Some of the topics that have arisen from the Fire Department perspective include the possibility of increasing the number of Dispatchers on duty, the purchase of state-of-the-art Dispatch software and renovation of the Police Department building, specifically the Dispatch area. From the Police Department perspective, those are things that are certainly possible, but we also have concerns about what funding would be available for those things since over the past year we have eliminated a police administration position, cut supervision and discontinued our participation in the Statewide Narcotics Task Force – all primarily due to funding-related issues. All the topics discussed were legitimate concerns, but the bottom line is that it all hinges on what funding is available.

- **Contract Negotiations:** Both the Police Officers' Collective Bargaining Unit contract and the Dispatchers' Collective Bargaining Unit contract expire June 30, 2019. We currently have a tentative date of March 27 to commence negotiations with both unions.

The Board voted unanimously (Desir/Fried) to accept the report of the Chief of Police.

PERSONNEL MATTERS

- **Officer – Extended Illness:** The officer who has been out on an extended illness is pending further evaluation by his physician at the end of March, with an anticipated return to work date of April 1. We remain in contact with Town Hall.
- **Degree Pay Approval – New Certified Officer:** The Chief requested the Board's consideration to approve degree pay for Officer John Lalli, retroactive to his date of hire.

The Board voted unanimously (Fried/Desir) to approve degree pay for Officer John Lalli, retroactive to his date of hire, as requested by the Chief of Police.

- **Temporary Part-Time Mechanic:** Last month our current part-time mechanic notified us that he would be out of work for approximately 2-3 months due to surgery. The Chief worked with the Finance Director and the Town Highway Department to secure a temporary part-time mechanic to cover the absence. The temporary mechanic, Sean Hartshorn, currently works as a full time mechanic for the City of West Haven. Sean is working out very well and he has provided a smooth, seamless transition in coverage during our mechanic's absence.
- **Request to Carry Over Vacation Time:**
 - **Officer Gerald Kubik:** Chief Cappiello asked the Board's consideration to grant Officer Gerald Kubik's request to carry over six (6) unused vacation days.

The Board voted unanimously (Fried/Desir) to approve Officer Gerald Kubik to carry over 6 vacation days.

- **Deputy Chief Raymond Stuart:** Chief Cappiello requested the Board's consideration to grant Deputy Chief Ray Stuart's request to carry over twenty-two (22) unused vacation days.

The Board voted unanimously (Desir/Fried) to approve Deputy Chief Stuart's request to carry over 22 vacation days.

BUDGET

- **Operating Budget Presentation (Recap):** Chief Cappiello reported that he and Deputy Chief Stuart presented the Operating Budget to the joint Boards of Selectmen and Finance on January 22. The Chief is waiting to hear further and will be working with the Finance Director as to any modifications or adjustments that may be needed.

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 (Fried/Desir) to move into Executive Session at 6:52 p.m. for the purpose of discussing personnel matters regarding the resignation of an officer and hiring a Certified Officer Candidate. (The Chief, Deputy Chief and Administrative Assistant were invited to stay; all others were excused.)

- Mr. Crisco and Mr. Kuriakose left the meeting at 6:52 p.m.
- The Board moved back into regular session at 7:05 p.m.

ACTION TAKEN on MATTERS DISCUSSED in EXECUTIVE SESSION:

- Chairman Berke said there were no motions made, no votes taken. Based upon the resignation, the Board asked the Chief to start the process to fill that position with the most qualified candidate.

ADJOURNMENT:

The Board voted unanimously (Desir/Fried) to adjourn the Regular Meeting of the Woodbridge Board of Police Commissioners at 7:05 p.m. and move directly into the Regular Meeting of the Woodbridge Traffic Authority.

Respectfully submitted:

Janice Innocenzi

Janice Innocenzi
Administrative Assistant

WOODBIDGE TRAFFIC AUTHORITY

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POLICE DEPARTMENT ADMINISTRATION PRESENT:

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

PUBLIC COMMENTS/CORRESPONDENCE:

- There were no public comments or correspondence.

TRAFFIC MATTERS:

- 8th Annual “Ride for Hope” Charity Motorcycle Ride – Sunday, June 2, 2019: Chief Cappiello requested the Board to approve the “Ride for Hope” to travel through Woodbridge.

The Board voted unanimously (Fried/Desir) to approve the 8th Annual “Ride for Hope” Charity Motorcycle Ride to travel through Woodbridge, as requested.

- Karli Mae Foundation “Ride for Karli” Charity Motorcycle Ride, Sunday, April 14, 2019: Chief Cappiello requested the Board to approve the “Ride for Karli” to travel through Woodbridge.

The Board voted unanimously (Fried/Desir) to approve the Karli Mae Foundation “Ride for Karli” Charity Motorcycle Ride to travel through Woodbridge, as requested.

ADJOURNMENT:

The Board voted unanimously (Desir/Fried) to adjourn the Regular Meeting of the Woodbridge Traffic Authority at 7:08 p.m.

Respectfully submitted:

Janice Innocenzi

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Administrative Assistant

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- Activity Report:
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SWEARING-IN CEREMONY

- There were no motions made, no votes taken.

REPORT of the CHIEF of POLICE:

The Board voted unanimously (Desir/Fried) to accept the report of the Chief of Police..

PERSONNEL MATTERS:

- Request to Carry Over Vacation Time:
 - Officer Gerald Kubik:

The Board voted unanimously (Fried/Desir) to approve Officer Gerald Kubik to carry over 6 vacation days.

- Deputy Chief Raymond Stuart:

The Board voted unanimously (Desir/Fried) to approve Deputy Chief Stuart's request to carry over 22 vacation days.

BUDGET:

- There were no motions made, no votes taken.

NEW BUSINESS:

- There was no New Business to discuss.

OLD BUSINESS:

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