**BERLIN POLICE COMMISSION**

**MONTHLY MEETING**

**PUBLIC SESSION**

**DATE: THURSDAY, MARCH 5, 2020**

**TIME: 7:30 A.M.**

**PLACE: BERLIN POLICE DEPARTMENT CONFERENCE ROOM**

**I. Call to Order:** The meeting was called to order by Comm. Tremblay at 7:30 a.m.

**II. Roll Call:** Commissioners Marc Tremblay and Pierre Morin were present; Comm. Nault’s absence was excused; Comm. Tremblay chaired the meeting.

**Others Present:**  Chief Morency and Deputy Chief Buteau; Jenn Cloutier was out due to illness.

**Recorded by:** Lisa Arguin

**III. Acceptance of Minutes of February 6, 2020:** A correction in date of the next meeting will be made; minutes were then accepted as amended on a motion by Comm. Morin, seconded by Comm. Tremblay.

**IV**. **Monthly Financial Report:** The budget is gaining ground since vacancies have been filled and overtime expenses have decreased. Equipping new officers is expensive, and the deputy chief is working on a breakdown of costs. Several expenses are due, including contractual 2% pay which is evaluation-based. Reports were reviewed and accepted on a motion by Comm. Morin, seconded by Comm. Tremblay.

**V. Old Business**

1. **Hiring Process:** The process was narrowed to five candidates; of those, one passed the physical and written tests. Given the shortage of officers throughout the state and the backup in scheduling at the Academy, the chief is considering the possibility of allowing the most capable applicants an opportunity to re-take the physical test, after they have had an opportunity to improve their physical agility.
2. **Grant Resolutions:** Highway Safety, ILO, Opioid, and Fish & Game grant resolutions were read at Monday’s Council meeting; these are annual resolutions which give approval to the Commission to apply for and accept grant funds.
3. **Meeting with Fire Chief:** The Fire Department is exploring the possibility of taking over the Milan Ambulance Service. Chief Watkins met with PD administration to discuss the possibility of the PD dispatching for their department when their men are out on calls; current protocol dictates that one person remain at the BFD. The meeting also served to iron out the type of incidents to which the Fire Department expects to be called.
4. **Council Safety:** At the request of the city manager, due to recent concerns, an officer has been present at the Council’s public meetings. Camera equipment is being considered for the Council Chambers as well, but this is dependent upon the outcome of pending legislation pertaining to cameras.
5. **Budget:** The meeting with Council is scheduled for March 25 at 6:30 p.m.
6. **Third Floor Renovations:** The plan is to move forward with the conference room and hall, then see where remaining funds stand. The front door will also need to be addressed, as it no longer stays fully closed when the wind blows.
7. **Other:** The corporals’ bid has been posted; two officers are currently eligible, and the third position will be revisited in the fall.
   * Evaluations have been completed, and the deputy will meet with each employee for review.

**VI. New Business**

1. **Memorandums of Understanding:**  Annual MOUs with the Federal Prison and Conway Humane Society have been signed.

1. **Drug Forfeiture**: Legislation has been proposed to take forfeiture funds--the one tool police departments have that allows them to go after dealers which in turn helps prevent people from becoming addicts--and apply them towards rehab. If that is the case, the chief intends to apply currently available funds to the start-up cost for the K-9 program, while also maintaining a small amount on-hand for buys.
2. **EOC Plan**: The plan has been updated and finalized, and Chief Morency extended kudos to Lt. Valliere and Jenn Cloutier for their work.
3. **New Grants**: The PD is slated to receive Highway Safety grant funds for ten bike patrol details.
   * Homeland Security will be awarding $27,000 to each of nine emergency response teams, including Berlin’s. This grant is equipment-specific for biological/chemical suits and protective gear.
4. **Phone System Maintenance**: The issue was tabled until the April meeting.
5. **Active Shooter Policy:** Since scenarios have changed over time, and processes and procedures have been updated, Deputy Chief Buteau developed a new policy in line with the IACP model. Updated Homeland Security simunitions training has also been scheduled in Colebrook for non-ERT members and office staff.
6. **Sexual Harassment Training:** Primex will provide training to all personnel, and it is open to other departments. This training is not required by State law.
7. **Promotion:** Officer Eric Benjamin is in line for promotion to detective and is currently in training for evidence processing. The position should be filled before the end of the year.
8. **Retirement:** Lt. Kerry Theriault will retire May 1.
9. **PSTC Potential Changes:** Chief Morency recommended to PSTC that they return to the twelve-week academy program, with on-line courses to cover non-core topics. He does not recommend any change to the current paramilitary, residential structure.
10. **Statistics:**  Statistics were reviewed. Accident percentages are somewhat skewed; the way the system reported accident statistics changed in 2019, and 2020 will be a test year. There has been a significant change in the number of theft and burglary stats, and that will be looked into.

At 8:40 a.m., the Commission digressed from the regular order of business in order to meet time constraints for Comm. Morin. On a motion by Comm. Morin, seconded by Comm. Tremblay, the Commission entered non-public session by roll call vote per RSA 91-A:3, II (a), (c) and (e).

Public session reconvened at 9:05 a.m. The Commission moved, on a motion by Comm. Morin, seconded by Comm. Tremblay, to extend the mandatory Department retirement date for Lt. Valliere by one year, provided he receives the required physician’s determination that he can perform his normal duties. No additional decisions were made in non-public session, and minutes were then sealed on a motion by Comm. Morin, seconded by Comm. Tremblay, as their release could adversely affect the reputation of a person other than a member of the Commission. The next meeting is scheduled for Thursday, April 9 at 7:30 a.m. Comm. Morin exited.

1. **Correspondence**: Chief Morency highlighted several upcoming events and training opportunities.
   * A letter was received by a woman alleging she was harassed at the polls by a Trump supporter.
   * Presidential Pest Control will provide training on March 10 regarding bed bugs.
   * Chief Morency is still awaiting a return call regarding the Dummer Yard LED light issue.
   * Warden Riendeau submitted a letter of thanks for Officer Gale’s professionalism during a recent incident.
   * The estimate from Portland Glass for front door replacement is $6,100.
   * Departments may soon be able to charge labor costs for Right to Know requests that involve four or more hours of research/preparation.
   * City Hall recently adopted an FMLA policy, and the PD will follow the same policy.
   * The Ellison case will take place in Concord and is slated to involve several PD employees.
   * The Concord Lab is able to test for THC but not the level.
   * Per the manufacturer, new cruisers will not be available until April.
   * Officer Pearson’s standing is currently 9th in his Academy class of 62.
2. **Other**: Colonel Chris Wagner has retired.

1. **Public Comments**: None.
2. **Adjournment of Public Meeting:** At 9:30 a.m., the meeting adjourned on a motion by Comm. Morin, seconded by Comm. Tremblay.