

**MADISON DEPARTMENT OF
POLICE SERVICES
SPECIAL MEETING January 12, 2006
9 CAMPUS DRIVE, MADISON – 7:30 PM**

Attendees: Commissioner Thom Cartledge, Commissioner Emile Geisenheimer, Commissioner Mike Rollinson and Commissioner David Smith, Chief Paul Jakobson

Absent: Commissioner Michael Heaney

Also Present: Board of Finance Liaison Peter Pardo; Board of Selectmen Liaison Charles Walz; Kathi Traugh, Board of Selectmen member; Officers Mulhern, Daniels, Fox, Residents Robert Cerosky; Craig Caplinger; Press.

CALL TO ORDER

Meeting was called to order at 7:30 PM by Commissioner Geisenheimer who asked that everyone stand for the Pledge of Allegiance.

NEW BUSINESS

Mr. Geisenheimer, as Acting Chairman nominated by Commissioner Cartledge, advised this is a Special Meeting with a limited agenda based on what was published. The agenda has been posted with the Town Clerk and disseminated. He reviewed the four items on the agenda.

- **The Election of Officers of the Commission**

Commissioner Geisenheimer explained, it has long been the policy of the Commission, as is for all the appointed boards and commissions, to elect officers at the first meeting of January in the years following a town election. The Board of Police Commission policy has been that for some years; it is important to note that in the last several months a new policy was disseminated and considered. That policy, if enacted properly, would have led to the election of the chairman of the commission in the year prior. There is another policy that requires new policies have a first reading at a regular meeting, the second and third readings as well, at which time the policy is to be voted upon and approved. It is been the Board of Police Commission practice. In this case, the policy regarding elections was introduced at the July 28, 2005 special meeting, not a regular meeting and it was discussed at second and third meetings.

Commissioner Geisenheimer said it is his view that this policy was never properly adopted by the Commission; accordingly, the old policy remains in force and they shall elect all the officers tonight. It is regrettable that Mike Heaney is not here – that is not his fault – he is away and Commissioner Geisenheimer said he could not reach him although he has tried but not been successful. This (January 12) is the meeting date for which the regular meeting was scheduled; in late December that date was shifted to January 19 for Mike Heaney's convenience. The new members committed to become members based on the old schedule, which is why this meeting was scheduled tonight. It is appropriate to discuss the views of the commissioners regarding policy and its function.

MOTION by Smith to rescind the policy in place and hold the appropriate election of officers.

Commissioner Geisenheimer stated, he doesn't think the policy change was effectively instituted; we have the old policy. It might be redundant, but if you want to rescind the vote....Mrs. Cindi Baran (New Haven Register) interjected, that is not on the agenda. Commissioner Geisenheimer answered, he talked to Town Counsel, who said it could be handled at this meeting; we believe we are acting within the provisions.

The Commission then returned to the motion that was on the table:

MOTION to rescind the policy vote of the September 8, 2005 meeting of the Board of Police Commission was seconded by Cartledge.

Discussion: Commissioner Rollinson asked if there is a copy of the original policy? Chief Jakubson answered, it is in the Commission's manual and referenced page 4 - Election of Officers. Commissioner Geisenheimer read the old policy that was in effect before September and commented that the section's chapter is the same in the former policy:

- A. "Officers. Permanent officers of the Board are elected for two-year terms by the Board at the first meeting in January, after each town election consisting of a Chairperson, Vice-Chairperson and Clerk." He added, you will note it says at the first meeting, not regular or special.

Commissioner Geisenheimer continued, since this is the first meeting of the Commission in January, he feels it is in effect and we should elect officers based on this policy. Commissioner Cartledge asked if this is consistent with the former policy? Commissioner Geisenheimer answered, yes. Chief Jakubson said he believes the policy was changed and was put into place because at the time, the Town had not named any new members to the Board of Police Commission, which were being put forward by the political committees and approved by the Board of Selectmen. In lieu of not knowing about new commissioners, and with only one existing member holding over, the former Commissioners felt the revision was appropriate. Commissioner Geisenheimer agreed, that is consistent with the minutes of July 28, 2005 which refer to the supposition that the only commissioner with any experience would be Commissioner Heaney; it was presumed the new commissioners would not have experience.

Commissioner Cartledge said he agreed, if we are in agreement, that the policy in discussion as of tonight is the same as the previous policy.

Commissioner Smith reiterated his motion to rescind the action of the Board of Police Commission taken at September 8, 2005 meeting. All in favor. None opposed. So moved.

MOTION by Cartledge, second by Smith to be consistent with former Board of Police Commission policy to elect Commissioner Geisenheimer to the position of Chairman for a term of two years as required. Commissioner Geisenheimer then deferred to Commissioner Cartledge to call for a vote. All in favor. None opposed. So moved.

MOTION by Geisenheimer, second by Cartledge to nominate Commissioner Smith as Vice-Chairman. All in favor. None opposed. So moved.

MOTION by Geisenheimer, second by Smith to nominate Commissioner Cartledge as Clerk. All in favor. None opposed.

Chairman Geisenheimer commented, the Board has concluded point one of the agenda.

- **Discuss and take action on the meeting calendar**

Chairman Geisenheimer said he would like to lock in the meeting dates now and reaffirm that those dates can be met. He said he presumed Mr. Heaney has already done that. The only date that is in question is the scheduled meeting of January 19. With the exception of that date, he asked for any conflicts that would cause an amendment of the schedule. Chairman Geisenheimer advised the Chief, if a special meeting is needed prior to the February 9 date, it can be scheduled for that purpose and they can cancel next week's meeting.

MOTION by Geisenheimer, second by Smith to cancel the scheduled meeting of January 19 and look to February 9 as the next regular meeting. All in favor. None opposed. So moved. Chairman Geisenheimer added, the Chief understands if there is a need, a special meeting can be scheduled. He offered that to Commissioner Heaney and concluded, if Commissioner Heaney feels there is a need for a special meeting, they will call one.

- **Discuss and take action on work assignments for Commissioners**

Chairman Geisenheimer said he plans to spend time with the Chief, in particular, to detail the things the Commission needs to deal with in February. Immediately, he thinks things which need to be done are:

- a) A working group to work with the Chief on the budget;
- b) A working group to work with the Chief on staffing to come to a conclusion, take action and move forward.

Chairman Geisenheimer then discussed the work group to review staffing levels, patrol strategies - a gestalt. He continued, he would ask commissioners Cartledge and Smith to work diligently with the Chief to analyze staffing levels and come up with an independent opinion with regard to that issue which has been occupying this Commission for quite some time. The Chief will avail himself of time to meet with the commissioners.

Regarding the budget, Chairman Geisenheimer said he would ask Commissioner Smith to help him, so by February 9 they can look at the budget and meet the time schedules within the Town's budgeting process. There are a great deal of other things that they need to do; this is not the end of work assignments. He asked the Chief if there was anything that needed to be addressed. The Chief said, not at this time.

MOTION by Geisenheimer, second by Smith to form the two sub-committees, budget and staffing. All in favor. None opposed. So moved.

- Discuss and take action on four line item transfers

Chief Jakobson explained, the four line item transfers presented all deal with OT (overtime) accounts. He explained, the line item transfer form used by the Police Department has been developed by the Finance Department.

\$2000 from Staff Development to Class. OT-ED & Training

The Chief explained, the reason this account is down, is because we have 2 people [the new recruits] in the Academy; those positions were created by promotions which occurred over the past few months. The promotions mandated that one sergeant went to supervisory training almost immediately and needed to be replaced. When someone goes to a training course, it is extremely important for anyone in a new supervisory position to receive training. The account in arrears is the OT replacement account for training. Chairman Geisenheimer advised, this is a movement of funds from one account to another – the budget's bottom line remains the same. Commissioner Cartledge asked if this in line with what would have occurred in prior years? Chief Jakobson explained, we have not had a promotion for some years; to anticipate supervisory promotions is difficult unless you know someone is retiring or leaving.

MOTION by Geisenheimer, second by Rollinson to approve the line item transfer of \$2000 from Staff Development to Class. OT-ED & Training. All in favor. None opposed. So moved.

\$10,000 from Wages to Classified OT-Replace

Chief Jakobson explained, because we are staffing at the recommended levels, officers need to be replaced with someone on OT due to the two recruits in the Academy. We have sufficient funds in the wage account, but will have to look at that account closely.

MOTION by Rollinson, second by Smith to approve the line item transfer of \$10,000 from Wages to Classified OT-Replace. All in favor. None opposed. So moved.

\$5,000 from Wages to Classified OT-Investigation

The Chief explained that this account is typically used for investigations beyond normal work hours or shifts by patrol or the bureau. He continued, we debit the Special Investigative account for DUI patrols, but that is back filled when the grant monies come back in. The Town receives the money; this is a 75/25 match for funding (\$.25 on the dollar). We budget that 25% in the grants line item; it is not a pure wash but typically, three times a year we are reimbursed; there are a number of criminal investigations going on right now.

MOTION by Rollinson, second by Smith to approve the line item transfer of \$5,000 from Wages to Classified OT-Investigation. All in favor. None opposed. So moved.

\$5,000 from Sal-Tech to Classified OT-Replacement

Chief Jakubson explained this transfer is necessary due to current dual dispatching on both day and evening shifts. If we cannot replace a shift with a dispatcher, trained police officers are utilized. The Chief added, we may need an appropriation for this. Commissioner Cartledge asked if there is a number for future expenses. Chief Jakubson replied, the move [of Dispatch] was approved for fire and ambulance calls to be moved Guilford, but it is not yet with the Board of Finance. If the Board of Finance does not approve the movement of funds, we will have to identify funding; if they do approve it, we will have a finite date.

MOTION by Cartledge, second by Rollinson to approve the line item transfer of \$5,000 from Sal-Tech to Classified OT-Replacement. All in favor. None opposed. So moved.

Commissioner Smith asked, given the current situation of \$15,000 of transfers, are there any projections on where we are headed? Chief Jakubson replied, the OT replacement account will need to be looked at again, either by staffing or areas within the budget. Once we are past the mid year point, it gets tight. The town will be looking at special appropriations for fuel adjustments. There are some minor changes – \$200.00 of changes were put through last month. The overall budget is pretty much on target for spending overall; as we move closer to the end of the fiscal year, we have to move money within the budget and project for a special appropriation, if needed.

MOTION by Rollinson, second by Cartledge to adjourn the Special Meeting at 8:05 PM. All in favor. None opposed. So moved.

Minutes Accepted: February 9, 2006