

**MADISON DEPARTMENT OF  
POLICE SERVICES  
REGULAR MEETING – August 10, 2006  
9 CAMPUS DRIVE, MADISON– 7:30 PM**

Attendees: Commissioner Emile Geisenheimer, Commissioner Thomas Cartledge; Commissioner David Smith, Commissioner Michael Rollinson; Chief Paul Jakobson; Lt. Robert Stimpson

Absent: Commissioner Michael Heaney

Also Present: Members of the community; press; department officers; James Deephouse, Board of Finance Liaison; members of the community; Officer Fox.

**CALL TO ORDER**

**PROMOTION**

- Promotion Recognition Ceremony of Sgt. Trent Fox

Following the Call to Order and Pledge of Allegiance at 7:32 PM, Chairman Geisenheimer advised that the promotion ceremony and reception would be held first, following which he would begin the regular meeting.

Chief Jakobson leaves at 7:48 PM.

Meeting called back to order at 7:49 PM.

**COMMISSIONERS' DISCUSSION**

- Discussion of Practices with Respect to Public Comments

Chairman Geisenheimer began by stating, members of the public will be expecting to offer public comments; prior to that he would like a discussion with the commissioners. The question becomes what is the most effective thing about conducting the business of the commission. In the past, the commission took comments at the end of its meeting; when this commission convened in January, they decided to take comments in the beginning of the meeting. Members of the public want to comment at the end so they can comment on issues discussed during the meeting, however commenting at the beginning of the meeting provides input. Comments at the end of the meeting, after the Commission has acted on an item, are of little use and do little to change the outcome. Commenting on the same topic at multiple meetings wastes time. He wants to be able to act on comments, i.e., the dispatch transfer promoted immediate action and that is a vivid example of the benefits of having comments take place in the beginning of a meeting. This is not a debate or a forum for debate rather, this is for the commission to do its work. A public hearing calls for specific comments from the public; this is to deliberate on items before the commission for their action.

Commissioner Smith said he has talked with other town commissioners. All of them have their public comments at the beginning; various chairs have had different ways to deal with the comments as to time constraints, but they are in the beginning of the meetings. He believes it is appropriate to have comments at the beginning with time restraints. At last month's meeting, public comments lasted 1¼ hours. This is the regular meeting to conduct business and he feels they should have comments, but have them early on and within a confined time period.

Commissioner Rollinson agreed and added, a good example is in the minutes when the dispatch situation was brought up during Public Comments and acted upon.

Commissioner Cartledge said while he doesn't want to be redundant he agrees with the timeliness of having the comments in the beginning of the meeting.

Chairman Geisenheimer summarized, they will stick with the practice of having comments in the beginning of the meeting. As issues arise and if information is there for a decision and is relevant, he will call for

comments. He is mindful of the time involved and will become less tolerant of repeated points of view on the same topic.

He asked the audience for any new comments; there were none.

**CONSENT AGENDA**

Chairman Geisenheimer said he would respect anyone's request to approve the minutes at the next meeting due to the late delivery of this month's agenda. As the July minutes cover extensively Commissioner Smith's presentation on staffing he was asked by the Chairman if he would like to defer approval; Commissioner Smith said he concurs with the minutes as written.

**MOTION** by Smith, second by Cartledge to accept the minutes of the meeting of July 13, 2006. All in favor. None opposed. So moved.

Chairman Geisenheimer advised, Chief Jakubson left the meeting to spend time with his son, an officer in Iraq who is home on leave and due to return to duty on Monday. Lt. Stimpson will act in his stead.

Traffic will be removed from the agenda for discussion.

**MOTION** by Rollinson, second by Smith to accept the Consent Agenda, with the exception of Traffic. All in favor. None opposed. So moved.

Chairman Geisenheimer advised he has discussed traffic concerns relative to Bradley Road and The Hearth; the request was received and brought it up at the July meeting. Following a brief discussion, the request for stop signs was referred to the traffic officer who will do a traffic study. Chairman Geisenheimer said he agrees with the concerns and since receiving the request letter, has driven in and out of The Hearth parking lot. His impression is, there is a clear view west and across Old 79; the view to the right is obstructed by the building itself. Lt. Stimpson said Officer Baxter will do a traffic study with the speed trailer in place to track speed, medium speed, mean speed, etc. The trailer is currently on West Wharf; the lieutenant who manages the trailer will return Monday and move it to Bradley Road/Hearth. Once Officer Baxter receives the information from the trailer, and in conjunction with his observations, he will forward a recommendation to the Chief and the Commission within a month's time.

Commissioner Cartledge asked what timeframe is used for determining a pattern? Lt. Stimpson - 2 weeks is the average. Chairman Geisenheimer added, the Commission can't simply 'do something' - they need a traffic analysis to take action. He suggested a sign allowing a 'right turn' only. Mr. Schleck said they do advise members of The Hearth community to do just that. Chairman Geisenheimer will get the study done as expeditiously as possible. Mr. Schleck said there are 250/300 cars in and out of that driveway daily to include employees, relatives, service trucks, etc. Lt. Stimpson said one other study piece is that Officer Baxter puts the traffic counter there, which will track the numbers and has requested that of the town engineer. Commissioner Rollinson commented there is no record for accidents at that location. Mr. Schleck said he designed highways for a living; the speed there should be 25 MPH. Twice a day the traffic is very fast. The main problem area is to the east due to the curve, which is both horizontal and vertical; reaction time could be as low as .2 seconds. Chairman Geisenheimer said the study would be completed by the next meeting. He said he has asked Officer Baxter for data on that location; Officer Baxter said there were not a lot of accident incidents.

He reviewed the cumulative data on accident locations prepared by the Chief; he would like the report by intersection for cumulative data for repeated accident locations which will help develop a strategy to diminish accidents.

**MOTION** by Smith, second by Rollinson to accept the Traffic Report as presented. All in favor. None opposed. So moved.

**OLD BUSINESS**

- Accreditation Process – Status

Lt. Stimpson said the process is moving along; the committee has several new policies for the Chief’s review. The end product is going to come quicker than he originally thought.

- Radio System – Status - Tabled

- Staffing Study – Status

Commissioner Smith reviewed officer and phone-initiated calls by shift for service. His overview included the period of 820 days. Based on the impact of 911, officer initiated or phone line calls, the average across the shifts for 911 calls is 8.39 minutes; officer initiated is .6 minutes (36 sec), dispatch time is 5.6 minutes. The best response is to E911 dispatch time over the same period is the impact on dispatch time; once the call is received until an officer arrives, the average for 911 calls is 5 minutes; officer initiated is .6 seconds; average for phone in call is about 6 minutes.

The average calls for service pre-dispatch time for all shifts by call source over the measurement period is:

- 3.82/911 calls; .61 seconds for officer initiated calls and 5.61 for phoned in calls

The average calls for service dispatch time for all shifts by call source over the measurement period is:

- 5.16/911 calls; .11 for officer initiated calls and 5.57 for phoned in calls

The average calls for service clear time for all shifts by call source over the measurement period is:

- 25.09/911 calls; 10.55 for officer initiated calls and 23.23 for phoned in calls

The average time consumed for all shifts by call source over the measurement period is:

- 30.2/911 calls; 10.7 for officer initiated calls and 28.8 for phoned in calls

- Standards of Conduct Manual – Status - tabled

**NEW BUSINESS**

Chairman Geisenheimer advised that he had commented previously that we need an understanding of the back charges, etc. involved with outside duty calculations and revenue and to that end, invited Director of Finance Dorothy Bavin to the meeting to give an overview:

- **Outside Duty Calculation Process by Director of Finance, Dorothy Bavin**

Mrs. Bavin explained that during each budget process, you provide revenue and expenses to the town for planned expenditures and total revenue in aggregate and assume state revenue, collection rates and special programs to be offset. The bottom line is what dollars need to be generated, which sets the mill rate. She wasn’t looking at police revenue in the total picture. She could not speak to the time involved in setting up outside jobs; the payroll department invoices the vendor and follows-up for payment; she reviewed an invoice that goes out and how the money is generated and paid to the officer. Chairman Geisenheimer advised, we roughly spent \$80,000 and took in \$99,000. There are other fees in the revenue account, with the exception of police medical, such as \$35,000 in car revenue, a 10% administrative fee, the MEDI, and workman’s comp. fees. A ballpark figure is \$6100 FICA, \$1000 withholding; \$9200 for administrative fees; \$3000 for cruisers. She continued, the 10% administrative fee is generated by the police; the rest is absorbed elsewhere. She reviewed an analysis of area towns and what they charge.

Chairman Geisenheimer said the issue is, we are so short of people and we wind up doing a lot of these jobs; there is a human capacity for OT. It is a safety issue – we have to do it. We ask for an increase to special appropriations every year; he is hard pressed to say it is a good idea since they need the same people for essential duties. Mrs. Bavin asked, what are the policies for an outside job? Lt. Stimpson answered, it is the supervisor’s decision. For example, with prior knowledge of a DOT road job, the supervisor has input of officers needing to be hired. It is a public safety concern; for some outside duty jobs an officer is not required, as there is no traffic impediment. There are other jobs the police won’t let on the road without an officer present. Commissioner Cartledge asked if the state mandates any of this?

Lt. Stimpson answered, any DOT state road contract will have the stipulation that they must hire police. Sometimes, it is in the contract to hire a certified traffic control person – outside certified vendors. Problems inherent with that are: a). we don't allow outside vendors to direct traffic in an intersection – they cannot control an intersection and b). contractors know that the motoring public doesn't pay attention to outside vendors – the situation becomes unsafe. Contractors prefer police.

Chairman Geisenheimer asked Mrs. Bavin if she is satisfied that we will now cover our total costs with the increase to \$100/vehicle? Mrs. Bavin said we are covering the line item in the budget for maintenance, which assumes you are maintaining the vehicles. Is there additional maintenance because they are parked on a job? Are we providing funding for repair and maintenance and funding for the vehicles. Is \$100 reasonable for a charge? Lt. Stimpson said yes; but even due to fuel cost increases, they are hard pressed to turn cars off at a scene due to the car's electronics. Chairman Geisenheimer asked if we are getting all of our costs back relative to economics, depreciation, etc.? Are we recovering our costs? Mrs. Bavin said they supported an increased rate to \$100; do you feel it should be \$25/hour. Is \$100 enough? She supported an increase and thinks a 10% administrative fee for her staff is sufficient. Lt. Stimpson commented - that fee covers what? Sending a bill? That does not require a lot of time. Lt. Stimpson said during certain times of the year, with replacement OT and outside duty, they tie a supervisor up for 2-4 hours/night filling requests for outside jobs. The supervisor is then off the road and not available for a patrol. Larger departments have people assigned to do this. He would like to recover some of those costs. Chairman Geisenheimer asked for a recommendation and suggested Lt. Stimpson talk to Mrs. Bavin for a recommendation. Commissioner Rollinson said he liked the idea of \$25/hour rather than a flat \$100.

Chairman Geisenheimer said the money recovered by the town goes somewhere other than the police department; he thinks that money should come back to the department. He wants the budget credited for the revenue raised; it should not be used to diminish resources that can be used elsewhere, as it is now the case. Commissioner Smith asked if some of these outside jobs can be anticipated. Lt. Stimpson said the larger DOT, water company, etc. projects can be predicted while other jobs are called in daily, i.e. SBC. There are other jobs where contractors are unaware they may need an officer or just don't call for an officer (that is the supervisor's call). He feels the most frequent jobs are SBC; large projects average once a year. Chairman Geisenheimer asked that the Chief be requested to take a hard look at these dollars for next month, with the goal of establishing a pricing policy that covers all of our expenses, including a sinking fund for the cars with administrative responsibilities.

Chairman Geisenheimer introduced William Lewis:

- William Lewis, Ambulance Association – Emergency Response Capabilities at Hammonasset State Park and at Town-wide Special Events

Average dispatched call is 1 hour/16 minutes and the response time is getting worse; that is not predictable, and its planning does not notify public safety personnel. Mr. Lewis feels we need a town ordinance which allows for billing of function organizers; he also feels if it is a short notice request, the time charge should be 1.5 the regular cost. The ambulance association's call volume is up 18%. There are 18,000 residents in town with a substantial increase in summer – there are 10,000/visitors a weekday to Hammonasset. Chairman Geisenheimer commented, the ambulance staff deals routinely with residents and visitors; in addition, a special event draws more people from outside town. The ambulance association wants an ordinance that an outside body, planning an event on a large scale, must get town approval; this would affect the police as well. Another issue is, a situation at Hammonasset may keep the ambulances from taking care of Madison residents. Mr. Lewis added, this taxes our system; there is excess drain. Chairman Geisenheimer agreed, without revenue from the state, this is a problem. Lt. Stimpson said he thinks the event (Viet Nam Wall) is excellent and praiseworthy, however the lack of notification to the town and public service agencies by the organizers is deplorable. He tried to contact the event organizer of Dignity Funeral Homes without a response. The Viet Nam Wall organizers were surprised we don't have an ordinance in place. There is a lot of pressure on the police, the ambulance association and the town which impacts on safety, EMS, sanitation, etc. Special event ordinances are very common country-wide. He feels Waterford has a good policy which covers all the bases; it is a CT ordinance and it has a precedent already set in the state. The Viet Nam Wall visit will involve 15,000 people coming to Madison over 3 days – that is the history of the event. Chairman Geisenheimer added, they have contingency plans; he encourages continuing to work on developing an ordinance for special events and would like to incorporate other

agencies (fire, ambulance) in town. He will bring it to the Board of Selectmen. Lt. Stimpson made it clear that they are not trying to prohibit special events but want to get a handle on them. Often, event organizers must post a substantial bond prior to events. The intent is to get resources in place, not to prohibit. Commissioner Cartledge asked where the Wall was before Portland ME? Lt. Stimpson said he will find out – this is one of the smallest places it has visited.

Mr. Deephouse added, the Waterford Police Dept. has a nuclear plant and has difficulty with demonstrations; that was one of the reasons they enacted an ordinance. Chairman Geisenheimer concluded, he feels we need to study this for event planning. Bill Lewis ended by saying last year, there was an issue with American Indians and Hammonasset with 50,000 guests expected.

- Discuss and Take Action as Needed:
  - Appointment of Sgt. (Ret.) Todd Curry as Supernumerary

Lt. Stimpson said retired Madison Police Sgt. Curry has expressed an interest in remaining with the department as a supernumerary officer. This is a plus for the department as there is no cost to keep him certified and we don't need to purchase equipment. He gets to maintain his certification and will not be part of the bargaining unit or receive benefits. We will have a part-time supernumerary who was a full-time officer.

**MOTION** by Smith, second by Cartledge to appoint retired Sgt. Curry as a supernumerary. All in favor. None opposed. So moved.

- Proposed Vehicle Purchases (2)

Lt. Stimpson sent a letter to the Board of Selectmen for a bid waiver for 2 vehicles, advising there is \$53,000 in the police budget for 2 vehicles. The bid waiver lets us take advantage of State of CT pricing; and provides a substantial discount. Currently, the contract is with Warnock Fleet of NJ; he is seeking a bid waiver to pursue purchasing 2 vehicles. Chairman Geisenheimer asked if Lt. Stimpson is confident he would do not better elsewhere? Lt. Stimpson answered, most dealers won't even bid, as they can't compete.

**MOTION** by Cartledge, second by Smith to approve the bid waiver for the purchase of two new vehicles. All in favor. None opposed. So moved.

#### **MISCELLANEOUS CORRESPONDENCE**

Commissioner Smith overviewed correspondence from (Ret.) Police Chief Bill Farrell with regard to general police assistance provided by Lt. Stimpson, Det. Daniels and Officer Gambardella at the recent July 2 Concert on the Green.

#### **CHAIRMAN COMMENTS**

None by Chairman Geisenheimer

#### **COMMISSIONER COMMENTS**

Commissioner Smith said, as he reviewed the Traffic Report for July and compared it to last year, he realized motor vehicle accidents are down considerably; 'property only' accidents are down 50%; personal injury accidents are on a par from last year – in every category we are doing better than last year. Lt. Stimpson asked, did you look at the number of tickets written? That is in direct correlation to the number of accidents. Chairman Geisenheimer concluded, that is why he wants to see cumulative data by location.

Commissioner Rollinson – No comments.

Commissioner Cartledge – No comments.

**MOTION** by Rollinson, second by Cartledge to adjourn at 9:15 PM. All in favor. None opposed. So moved.

**EXECUTIVE SESSION:** None

Minutes Accepted: September 14, 2006