

POLICE COMMISSION REGULAR MEETING

June 12, 2023

1. CALL TO ORDER

The meeting of the Police Commission was called to order by Chairperson Jenna Caulfield at 5:00 P.M. in the Board of Education Conference Room of the Simsbury Town Offices. In attendance were Chairperson Jenna Caulfield, Commissioner Eric Lemke, Commissioner Michael Long, Chief Nicholas Boulter, Deputy Chief Chris Davis, Ofc. Timothy May and Ofc. Timothy Russell. Absent was Commissioner Tenesha Grant and Commissioner Travis Schweizer.

2. PLEDGE OF ALLEGIANCE

3. CORRESPONDENCE

Commissioner Long read the summary of letters received since the last meeting of the commission on May 8, 2023.

4. APPROVAL OF MINUTES

- a. After a motion was made by Commissioner Long and seconded by Commissioner Lemke it was unanimous:

VOTED: To approve the minutes of the May 8, 2023 regular meeting.

5. REPORTS

a. Chairperson's Report

- i. On May 25, 2023 the Chair attended the skills day for CPA. She was very impressed with the APEX Training Simulator that the department was able to purchase.
- ii. On June 1, 2023 the Chair, along with other police personnel, participated in the Special Olympics Torch Run.
- iii. On June 7, 2023 the welcoming ceremony was held for Ofc. Jeremiah Kenney, Ofc. Christopher Sheahan and ACO Deborah Clark at the Simsbury Performing Arts Center. Chair Caulfield and Commissioner Long were present.

b. Chief's Report

i. General

• Personnel

A welcome ceremony for three of the department's newest members, Officers Jeremiah Kenney and Christopher Sheahan and ACO Deb Clark was held on June 7, 2023. Officer Sheahan completed his field training program and has been out solo for over a week. Officer Kenney graduated from the police academy in April, 2nd in his class, and is doing very well in his field training. It is expected that he will complete his field training in the next couple of months. The police department is actively trying to fill the 1 dispatch vacancy that has been open since September of last year and a background investigation on a candidate is currently being conducted. Applications are slowly coming in for the one officer vacancy. The department is still running an open application process to fill that position, the new position we are authorized on July 1 and the upcoming confirmed retirement of another officer effective September 1.

The department is still experiencing many shift vacancies due to illness, injury leave, the 1 officer vacancy and 1 officer on field training. Approximately 20% of the patrol force is not currently available to work or work on a solo basis.

- **Recent/Upcoming Events**

The Special Olympics Torch Run was held on June 1, 2023. This year, Sgt. Laurel Harrington helped to coordinate the event throughout the region for the entire day. SRO Trevor Brittell and Police Commission Chair Jenna Caulfield ran the Simsbury leg with Avon officers. Public Works held a Touch-A-Truck event on Saturday May 20th. Officer Tony Capezzali was present with one of our cruisers. The Police Department will be present with a cruiser for the Parks, Culture and Recreation's Touch-A-Truck on Saturday June 17, from 9 – 11 am at Simsbury Farms. Storytime at the Police Department is scheduled for July 18 at 10 am. Join Ms. Stephanie and members of the police department for some stories and photos. This is for children ages 1-6 accompanied by their caregiver.

- **Trends**

There have been 14 vehicle thefts since January 1 – Most are left unlocked with key fobs/keys left in the vehicle.

- **Grants**

The police department received approval last month from the Board of Selectmen to apply for Congressionally Directed Spending for funds to upgrade the Emergency Medical Dispatch system from a hand-held card system to a digital system and funds to update and enhance the Town Hall and Police Department access system. The grant request is for 100% coverage and is for \$112,000. The application has been submitted and the federal government has not replied yet. The BOS gave approval and the police department applied for the COPS grant to support funding up to \$42,000 for each new officer over the next 3 fiscal years.

- **Budget Items**

Next year's budget includes scheduling software for the police department. Vendors have been researched over the past few months. Members of the Ledyard Police Department and South Windsor Police Departments provided demonstrations separately for two different scheduling software they use. Demos have been scheduled from two vendors later this month and a member of the finance department has been included because both systems integrate with the town payroll system.

ii. Consolidated Monthly Report – April 2023

iii. Preliminary Monthly Activity Report – May 2023

6.

7. **NEW BUSINESS**

a. **Promotion Selection Recommendation**

Chief Boulter gave an overview on Ofc. May's background with the department. Ofc. May then answered questions from the Commissioners.

The Commissioners moved into executive session to discuss the Sergeant candidate

After a motion was made by Commissioner Lemke and seconded by Commissioner Long, it was unanimous:

VOTED: To approve of the promotion of Timothy May to Sergeant effective June 13, 2023.

Chief Boulter gave an overview on Ofc. Russell's background with the department. Ofc. Russell then answered questions from the Commissioners.
The Commissioners moved into executive session to discuss the Sergeant candidate.

After a motion was made by Commissioner Long and seconded by Commissioner Lemke, it was unanimous:

VOTED: To approve of the promotion of Timothy Russell to Sergeant effective July 1, 2023.

8. OLD BUSINESS

- a. None

9. ADJOURNMENT

Commissioner Lemke made a motion to adjourn at 5:35 P.M., seconded by Commissioner Long. All were in favor and the motion passed.

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