

## **MINUTES**

### **BOARD OF PUBLIC SAFETY**

**MARCH 24, 2010**

A **SPECIAL MEETING** of the Board of Public Safety was held on Wednesday, March 24, 2010, in the Main Room of the Senior Center.

Those in attendance included Mayor Ryan J. Bingham, members of the Board of Public Safety Doug Benedetto, James Potter, Christopher Cook and Darlene Battle, Fire Chief John Field, Deputy Fire Chief Gary Brunoli, Police Chief Michael Maniago, Deputy Police Chief Christopher Smedick, Captain Schaller, Captain Balzano, Comptroller Alice Proulx and Purchasing Agent Pennie Zucco. Commissioners Gerald Zordan and Richard Zaharek were absent.

Police Chief Maniago started to review his proposed budget of \$8,237,906.00 for 2010- 2011, a 4.3% increase over 2009-2010. Commissioner Potter questioned the need for \$31,200.00 additional overtime.

Mayor Bingham opened the meeting at 7:15 p.m. once a quorum was attained with the arrival of Commissioner Battle.

#### **POLICE DEPT. DISPATCH CENTER #370**

On a motion by Commissioner Cook, seconded by Commissioner Potter, the Board voted unanimously to award a bid in the amount of \$49,389.00 to Xybix Systems, Inc.

Littleton, CO for the Police Dept. Dispatch Center, including optional items requested by the Police Dept. in the amount of \$5,031.00, pending City Council approval.

Capt. Schaller explained this is part of a \$150,000 grant received, and that Xybix offered the best product, while saving grant money for other purposes. He said the lowest bidder, Watson, didn't offer the same amount of equipment that Xybix did and there are an additional 26 items to be purchased with this grant.

#### **POLICE DEPT. BUDGET CONT'D #610**

Chief Maniago continued reviewing his proposed budget, including two new officer

positions and is considering another School Resource Officer, whose salary would be split with the Board of Education. Commissioners Potter and Benedetto both added that the Board of Education should pick up more of the cost for the School Resource Officers. Commissioner Potter said in light of the tight budget this year, he's not comfortable adding additional staff at this time. Mayor Bingham recommended these matters be discussed in the April 8<sup>th</sup> meeting.

Chief Maniago said he'd like to add another K-9 dog as the Department is large enough to have more than one dog.

Commissioner Potter questioned the amount of staff used to close roads at the Memorial Day Parade. Officer Shopey said there are federal rules dictating staffing requirements.

Capt. Schaller informed the Board of grants received for 17 digital cameras which will reduce film processing costs.

Commissioner Potter asked why 15 sworn officers are being trained for Dispatch while 6 civilians are also being trained. Chief Maniago said he has to have his officers certified in EMD. Mayor Bingham suggested this be discussed on April 8<sup>th</sup>, and asked about the disparity in the education budget. Chief Maniago explained this is a big certification year with over 40 officers, and by dividing the training requirements equally into thirds, a savings will be realized in summer of 2011.

Commissioner Potter asked if exterior grounds maintenance goes out to bid. Chief Maniago said it is under the \$10,000 threshold and the work includes repairing a grub infestation and window cleaning. Commissioner Benedetto asked why Street Dept. personnel can't take care of this for the Police. Mayor Bingham said it could be discussed. Commissioner Potter said there are many lawn maintenance businesses that would be willing to bid on this.

Chief Maniago continued to say he would like to start a community newsletter for the Police Dept. and budgeted \$1800.00 to develop an email data base, as well as \$1000

for a Civilian Police Academy which 15 civilians took part in.

Chief Smedick said they would like to increase the line item for toner to the area of \$10,000 as the crime-mapping color printers use a lot of toner.

Chief Maniago continued to present his proposed budget. Commissioner Potter suggested car detailing be cut in half. Chief Maniago replied that would affect their rate deal, it's done for purposes of professionalism, car protection, and better returns in value. Commissioner Potter again suggested this be put out to bid, and said it's important to not keep giving the same work to the same people all the time.

Chief Maniago reported that service agreements will be increased, and a crime-mapping subscription cost has been added. He said general expenses, including petty cash, have increased, along with increases in personal protective equipment. He said they've budgeted an increase in communications to cover a DSL line for their in-car reporting system, increased telephone services and long distance service, added to software maintenance, upgrades and repairs, added software program development, and allowed for increases to meteorological service, East Main power, and mobile unit / portables repair costs.

Chief Maniago said \$6800.00 has been included to relocate the Burrville Radio Receiver to a new tower on Stillwater Road for better coverage, and they've increased their radio license renewal fee.

Deputy Chief Smedick said a new communications interoperability grant will provide 100 portable radios and a new mobile unit in every vehicle. He said this equipment will have a three year warrantee which may reduce repair costs, but he'd prefer to wait until the grant money is received before cutting that budget cost.

Commissioner Potter questioned the practice of buying a new portable radio for each officer hired instead of providing radios only for those on duty. Chief Maniago explained that wouldn't work because when radios are out for repair or a parade is staffed, they run short, require an inordinate supply of batteries, and it's less cost effective.

Commissioner Cook said he hopes we are careful with radio purchases so we don't have the same problems.

Commissioner Potter asked who needs the Nextel phones. Chief Maniago said A.I.T., S.E.R.T., Command Staff, Sergeants, Sgt. Recchini, Detectives, Narcotics, Animal Control Officer and the Parking Enforcement Officer all have Nextel phones. Commissioner Potter suggested this go out to bid. Mayor Bingham said this was looked at a few times. Commissioner Cook asked how many phones there were, but there was no answer.

Capt. Balzano pointed out that the Nextel phones are important for the Warrant system, Everbridge notifications, S.E.R.T and A.I.T.

#### Tape 2

Capt. Schaller explained the costs of equipment, uniforms, ammunition, and mandated training. He said a big ticket item will be a taser shotgun which will help resolve situations without the use of deadly force. Commissioner Battle said she thought this would be a good idea.

Chief Maniago said the Community Enhancement Unit should have patrolmen back on bicycles, which would need to be serviced, K-9 maintenance would be double if a second dog is obtained, and the high school Criminal Justice and P.A.L. programs are increased. Commissioner Benedetto said the 700 kids who are involved with P.A.L. need that program. Mayor Bingham said he thought they were going to raise money for P.A.L. and suggested this increase be discussed at the next meeting.

Chief Maniago said custodial services have been reduced to one full-time and one part-time, with an additional 4 hours overtime total per week, as the Mayor suggested. Commissioner Potter said this should go out to bid.

Mayor Bingham asked about the Abandoned Vehicles line item, Chief Maniago said he'll zero that out.

Commissioner Potter recommended Advertising be reduced to \$800.00. Mayor Bingham suggested the Electric and Heating Oil line items be decreased. The reduction of Building Maintenance costs were discussed.

#### **TRAFFIC #647**

Officer Shopey reported on Traffic budget increases including contractual obligations, overtime due to Main Street events and snow plowing, the cost of steel for signs, centerline painting bids, software upgrades, and building maintenance now that they have their own building. There is a reduction in the dumpster pick up and new equipment budgets, and a new paint machine may be purchased.

#### **FIRE DEPT. BUDGET #1085**

Chief Field reported on the Fire Dept. budget with a 6.30% increase including contractual increases in salaries and new stipends for certifications, overtime, and increased hours for the full-time secretary. Commissioner Potter said he is not comfortable increasing staffing at this time. Chief Field said the extra hours are needed due to an increased workload in permitting, catching up the fire marshal's paperwork,

and grant application work. Mayor Bingham said to put it on the recommendation list.

Chief Field said his lump sum retirement fund needs to be maintained, and due to anticipated retirements, the uniform allowance and equipment replacement line items are increased to prepare for outfitting new people. He's had to reimburse the capital account for the turnout gear purchase, increase alarm system maintenance, and increase general expenses including Fire Marshal's supplies, petty cash, paper and inspection trips. There is also an increase in costs for Chest X-rays, random drug testing, office furniture and service agreements. Office supplies costs were reduced.

Commissioners Potter and Benedetto questioned the need to pay for water coolers. Chief Field explained that the water expense is actually for tap water in the fire stations and metered hydrants. There is a \$940,000 charge just to be able to tap in to the hydrants, and an extra fee for water used outside of an emergency. Commissioner Benedetto suggested the hydrants be metered so we pay only for water we use.

Commissioner Potter said the worst part is that the Water Company dictates which hydrants can be used. Mayor Bingham said he would meet with the new head of the Water Company.

Chief Field continued, saying because of anticipated retirements, there will be an increase for promotional testing costs for a Lieutenant, Deputy Fire Marshal and for sending 5 recruits to the academy. There is a budgeted increase for software service agreements and communications - annual wireless service fees including 11 cell phones, mobile data units, and pagers. He said the Fire Dept. plans on purchasing a commercial washing machine to save on gear cleaning costs, and that there are cost increases for contractual educational incentives, education reimbursement, vehicle replacement, major apparatus, and capital expenditure including generator replacement.

Deputy Chief Brunoli explained there is a new capital line item for personal protection equipment so that money is put away each year for items like an air conditioner and parking lot repairs.

Commissioner Potter recommended the volunteer departments be overseen by the career department, especially in the areas of hoses, ladders, pump testing, and federal inspections to ensure that testing and record keeping are done properly.

#### **EMERGENCY MANAGEMENT #3055**

Mayor Bingham explained this will be put under the auspices of the Police Chief, as Tom Vannini had to step down.

#### **ADJOURNMENT #3105**

On a motion by Commissioner Benedetto, seconded by Commissioner Potter, the Board voted unanimously to adjourn at 9:50 p.m.

ATTEST: JOSEPH L. QUARTIERO, CMC

CITY  
CLERK

Respectfully Submitted,

Carol L. Anderson, CCTC

Asst. City Cler