

Claremont Police Commission Meeting

Public Meeting Minutes

Wednesday January 16, 2019 @ 5:30 PM

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Claremont Visitor Center

14 North Street

Claremont, NH

- I. Roll call & Call to Order: The meeting was called to order at **5:32pm**. Commissioner Courtemanche and Commissioner Raymond were present. Commissioner Tremblay was not in attendance and had given notice to Chief Chase on January 15, 2019 that he would not be at the meeting. Chief Chase was also present. There were no members from the public at this meeting.

- II. Citizens Forum: None

- III. Review of Minutes: Section VI CALEA a correction was made on a date that was referenced in this section of the minutes. After review of the Public Meeting Minutes for the December 19, 2018, Commissioner Raymond made a motion to accept said minutes with the correction. The motion was seconded by Commissioner Courtemanche. The motion was then voted on and passed.

- IV. Review of monthly Reports:
 - a. Chief's Office. Chief Chase spoke about some of the topics listed in his monthly report.
 - b. Patrol Division.
 - c. Investigations.
 - d. Communications.
 - e. Statistical Reports – The provided December 2018 crime comparison report was reviewed. There are several areas that are reported that have increased compared to 2017. Some of these areas were discussed
 - f. Budget update: Chief Chase provided an overview of the budget as of the date of the meeting. Chief Chase reports that almost all lines are tracking as expected. Chief Chase is gearing up for the FY2020 Budget and these numbers at this time of year are crucial for the planning of the next budget. There have been no large unexpected expenditures and most line items continue to track properly.

V. Correspondence: Chief Chase detailed several items that has been received at Claremont Police Department. A thank you note was received from Guy Santagate, the former City Manager. He was thankful for a donation from the Police Association in 2018. Chief Chase received a letter from former employee John Friedman which updated on his status. Chief Chase provided a copy of a letter that was sent to the Red River Corporation. They hosted an event for first responders in December along with a tour of their building.

Stevens High School Post Graduation Committee sent a thank you letter for the recent donation by Claremont Police Officers towards their Post-Graduation Celebration that they organize.

Chief Chase attached a copy of a letter to the editor thanking Claremont Police for a quick and professional response to the recent Robbery at Bannon Pharmacy. Carl Bannon wrote the letter and has thanked many members he has seen in person as well for the response that day.

Chief Chase included a copy of a press release issued by the US Marshall Service. This press release referenced Claremont Police Departments involvement in a recent arrest of a wanted subject.

Chief Chase provided a copy a report submitted by the NH Office of Highway Safety. The report was a report on a recent Monitoring Visit. A representative of the NH Office of Highway Safety came to Claremont Police and audited the records for a recent grant that was given to Claremont Police.

Chief Chase also provided a copy of the November NH Drug Monitoring report which tracks several aspects of the drug issue in the State of NH.

VI. CALEA – Chief Chase provided the commission a copy of the WRITTEN DIRECTIVE STATUS SHEET. This sheet details all of the standards and their status within Claremont Police Department. This report will be a working copy that the commission will see each month. It details the policies that Claremont Police currently have and their status.

Several yearly reports were provided and reviewed. The reports that were reviewed by the commission include:

- PURSUIT ANALYSIS – 2018
- USE OF FORCE ANALYSIS – 2018
- BIAS-BASED PROFILING – 2018 Annual Administrative Review of Agency Practices
- ANNUAL AUDIO OF DEPARTMENT PROPERTY AND EVIDENCE FUNCTIONION
- ANNUAL REVIEW OF POLICY AND TRAINING NEEDS

Chief Chase reminded that the on-site will occur in June 2019. The staff is looking forward to this and are making all the preparations for this event.

VII. Old Business:

Chief Chase and the Claremont Police Commission went through the Claremont Police Department Strategic Plan. This annual review occurs with input from the administration as well as the Claremont Police Commission. Several areas of this plan have been updated. The following is overview of some of the changes made.

- II – Changes to this area included the deletion of a statement for the administration to move towards the 12 hour shift for the patrol division. The administration and Union have agreed to this and the officers are currently working a 12 hour schedule. The focus of this section remains on working with the union to maintain a balance for the officers and the administration on scheduling.
- III 3. This sections received a major overhaul as all of the current wording and goals have been deleted and replaced. The 2018 Strategic plan had this section talking about the Park Ranger program and creating a project that was used in Cambridge, MA and Concord NH. This is not a goal at this time but the focus on the downtown patrol area is still in this plan. This section now reads:
 3. CONTINUE TO EXPAND THE ATV PATROL PROGRAM WITH THE NEW EQUIPMENT PURCHASED IN 2018. CONTINUE TO SEEK GRANT FUNDING FOR THE SPECIFIC PATROLS OF THE RAIL TRAIL THROUGH NEW HAMPSHIRE FISH AND GAME. FOCUS OTHER PATROLS IN THIS AREA TO AS PART OF THE NORMAL PATROL FUNTION TO KEEP THIS AREA A SAFE AND STRONG ASSEST FOR THE CITY OF CLAREMONT NH.
- IV – 1. The addition of the Coffee with a Cop event with a focus of having as many venues as possible to reach a large amount of resident's.
 2. This section is specific to the downtown bike Patrol and Foot patrol. The commission would like added language to this area to state: DIRECTED PATROL FOR THESE TYPES OF PATROLS SHOULD BE PART OF EVERY OFFICERS DUTIES WHEN CALL VOLUME ALLOWS WITH AN ADDITIONAL FOCUS ON THE CITY CENTER NEIGHBORHOODS.
- VIII 1. – No changes were made but the Commission requested that specific focus be made by the administration on this area which is all about improving the professional growth of the employees in the communications center.
- VIII 2. Delete the reference to installing the bullet proof glass. This was completed in 2018. Added language of CONTINUING TO COOPERATE IN THE REGIONAL DISCUSSION OF A REGIONAL DISPATCH CENTER.

- XI 2. & 3. Have been completely deleted as they were all about the refurbish of the female locker room and break room. These sections have been replaced with the following language:

2. CONTINUE TO IMPROVE THE INTERIOR AND EXTERIOR LIGHTING OF THE CLAREMONT POLICE DEPARTMENT WITH LED LIGHTING WHICH PROVIDES A SIGNIFICANT SAVINGS TO THE CITY OF CLAREMONT AND ALSO PROVIDES A SAFER ENVIOROMENT FOR THE PUBLIC AND THE EMPLOYEES.

3. RESEARCH AND DEVELOP AN OUTDOOR STORAGE LOCATION FOR LARGER ITEMS TAKEN IN BY CLAREMON POLICE DEPARTMENT AT THE DEPARTMENT OF PUBLIC WORKS. THIS WILL INCLUDE A GATE AND VIDEO SURVAILENCE OF THE AREA. THIS WILL ADDRESS THE NEED OF STORAGE OF BIKES AND VEHICLES THAT ARE FOUND OR SEIZED BY CLAREMONT POLICE DEPARTMENT.

4. REFURBISH OR REDESIGN THE RECORDS STORAGE ROOMS AT CLAREMONT POLICE DEPARTMENT. THIS WILL INCLUDE TO FOCUS ON MORE DIGITAL STORAGE OF RECORDS.

Commissioner Courtemanche requested that these changes be placed in the document and be sent out to all commissioners to review. This working document would be finalized with the agreement after a complete review by all commissioners. Commissioner Raymond agreed with this.

Towing update. Chief Chase had scheduled a meeting with all the companies that are on the Claremont Police towing list. This meeting had to be postponed due to an unanticipated coverage issue at the police department. The meeting will occur on January 21 at Claremont Police Department. Chief Chase will update the Police Commission on this meeting at the normal February meeting.

V. New Business:

- Chief Chase provided a copy of the Claremont Police Departments annual filing with the NH Police Academy. This report confirms that Claremont Police met all the required standards for all of the officers at Claremont Police as it relates to training to include firearms training. These records are maintained at Claremont Police Department and the NH Police Academy. The Police Academy staff has the ability at any time to complete compliance visit.

At 7:20 Commissioner Raymond made a motion to go into non-public session pursuant to NH RSA 91-A: 3 II (a) personnel, the motion was seconded by Commissioner Courtemanche. The motion was voted and passed

v. Public Session: The meeting returned to public session at 7:42

vi. Commissioner Courtemanche made a motion to seal the minutes of the non-public meeting due to personnel matters. Commissioner Raymond seconded the motion and it passed and approved.

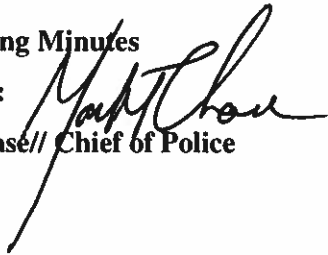
vii. The next meeting of the Claremont Police Commission was set for February 20, 2019 at 5:30pm and will be located at the Claremont Visitor Center.

viii. Adjourn: At 7:45 pm Commissioner Raymond made a motion to adjourn, the motion was seconded by Commissioner Courtemanche and the motion passed.

Public Meeting Minutes

Prepared by:

Mark T. Chase// Chief of Police

A handwritten signature in black ink, appearing to read 'Mark T. Chase', is written over the printed name and title. The signature is fluid and cursive, with a long, sweeping underline that extends below the printed text.