

Claremont Police Commission Meeting

Public Meeting Minutes

Wednesday December 19, 2018 @ 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 **5:30pm**. Commissioner Courtemanche, Commissioner Raymond, Commissioner Tremblay and City Manager Ryan McNutt was present for this meeting. Chief Chase was also present. There were no members from the public at this meeting.

- II. Citizens Forum: None

- III. Review of Minutes: After review of the Public Meeting Minutes for the November 29, 2018, Commissioner Courtemanche made a motion to accept said minutes. The motion was seconded by Commissioner Tremblay. 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. Chief Chase talked about the administrative search that occurred at Stevens High School. The motor vehicle accidents as well as motor vehicle stops that are conducted by Claremont Police officers was discussed.
 - c. Investigations.
 - d. Communications.
 - e. Statistical Reports – The provided November 2018 crime comparison report was reviewed. There are several areas that are reported on 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 Chased reports that almost all lines are tracking as expected. Overtime in the patrol division is higher than he would like at this time but he will continue to monitor and watch this line.

V. Correspondence: Chief Chase detailed several items that has been received at Claremont Police Department. A thank you note was received from a resident that had a positive interaction during a family emergency over the summer. This was also shared with the officers that handled the call. Chief Chase provided a copy of the Memorandum of Understanding between Claremont Police and the Claremont School district. This has not been ratified by the School board but is expected to. This MOU is an updated document between the two agencies. The completed document will be shared with the Commission when it has been approved. A thank you letter was received from a former employee, Angela Maynes. Angela retired in 1990 and still lives in the Claremont area. She was given a retired officer ID and was very grateful. She also provided some newspaper clippings she collected when she was working. The documents are now part of our history collection at Claremont Police.

VI. CALEA – A reminder to the Commission was given that the Claremont Police was notified that the agency has been selected for an onsite CALEA inspection which will occur on June 17 – 19, 2019.

VII. Old Business:

- Chief Chase provided an overview of the Capital Improvement Plan items that are part of the Claremont Police Department as well as the Communications Center. Each department are currently reviewing their CIP items. All of these items are also part of the goals and objectives for Claremont Police. Chief Chase reports he is able to remove some items from the CIP because they have been completed. This included the ATV purchase as well as the upgrades to the break room and woman's locker room. Several items on this CIP list will remain on this list as part of a reoccurring purchases that the agency must make. This include vehicle purchases as well as large equipment purchases to include Mobil Data Terminals and cameras. The most important item on the CIP is the replacement and upgrade to the radio system in our communications center. This equipment is almost 20 years old and Claremont Police Department is one of the last agencies that are still using this equipment which was the state standard when it was originally purchased. Chief Chase has been speaking to City Manager McNutt about this and he is fully aware of this need and has been working with Chief Chase on plans to address this CIP item.
- Chief Chase provided the latest copy of City of Claremont Police Department Strategic Plan. This plan was discussed at a prior meetings. Chief Chase advised that it was time again to review and update this strategic plan. The plan was then gone over and several areas must be updated with new information as well as new goals and objectives for the agency. The areas that will addressed include:

1. Section 2 – Command Staff and Structure – This area must be updated with an update on the patrol division schedule.
2. Section 3 – Crime prevention and Traffic Enforcement – subsection 3 references the Park Ranger Program which is no longer in service and there is no immediate plan to resurrect this program. This area will be cleaned up to accurately portray what we are doing in the downtown area.
3. Section 4 – Community Policing – Chief Chase will add the new community programs that are in place, to include Coffee with a cop events.
4. Section 6 – Training and Employee Development – subsection 2 will be reviewed due to specific training programs being discussed. Chief Chase will determine if these training platforms are still available and decide if they should be included.
5. Section 8 – Communications Center – subsection 2 will be updated to remove the upgrades that were referenced as they have been completed. Chief Chase will also add the desire to support and participate in a Sullivan County wide dispatch center.
6. Section 11 – Police Facilities – Will update areas that were referenced as needing improvement as they have been upgraded and should not remain on in this document.
7. Section 12 – Equipment – This area will be updated with the new MDT equipment information we have and will include the body and cruiser camera project.

Chief Chase has given this documents to the Command Staff and has asked for any additional updates the command staff would like to include in this document. Chief Chase will present the new updated document for review to the Claremont Police Commission for review the first week of January and he hopes to have it finalized so it can be adopted at the January 2019 Police Commission meeting.

VIII. New Business:

- Chief Chase advised the Claremont Police Commission that the department is using a new software for tracking employees training and development. This will include the reporting of any use of force. The new system has been purchased and will go live on January 1, 2019.
- Chief Chase presented the Claremont Police Commission a copy of Policy 422 – Towing Vehicles. It was presented in this area of the meeting because Chief Chase also presented the Commission a copy of the Towing Agreement. This agreement is between the City of Claremont and any towing company that is on our towing list. The commission has

addressed this in the past and has established a list of three towing companies. Each of these three, Washington St. Mobil, Dexter Towing and Recovery and Dubois Auto will be presented with the contract. Chief Chase has requested A.M. Wilmot to reference this agreement in Policy 422 and it will be reviewed in January 2019. This towing agreement will be presented to the three existing towing companies over the next week and all companies will be required to attend a meeting in early January to discuss the agreement and also present the City of Claremont Police with all required documents to maintain their status on the towing list. Chief Chase intends to have all agreements signed and in place by the next Commission meeting.

At 6:40 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

- IX. Public Session: The meeting returned to public session at 7:00
- X. Commissioner Raymond made a motion to seal the minutes of the non-public meeting due to personnel matters. Commissioner Tremblay seconded the motion and it passed and approved.
- XI. The next meeting of the Claremont Police Commission was set for January 16, 2019 at 5:30pm and will be located at the Claremont Visitor Center.
- XII. Adjourn: **At 7:05 pm** Commissioner Courtemanche a motion to adjourn, the motion was seconded by Commissioner Raymond and the motion passed.

Public Meeting Minutes

Prepared by:

Mark T. Chase / Chief of Police

