

Claremont Police Commission Meeting

Public Minutes

Wednesday, April 20th, 2016 @ 5:30 PM

@ Visitor's Center/Planning & Development Office, 14 North Street

- I. Roll call & Call to Order: The meeting was called to order **at 5:30 pm**. Commissioner Courtemanche and Commissioner Raymond were present. Commissioner Tremblay was excused. Chief Scott was present.

- II. Citizens Forum: No citizens appeared for citizen's forum.

- III. Review of Minutes of March 16th, 2016 Public Meeting: After review of the March 16th, 2016 public meeting minutes Commissioner Raymond made a motion to accept said minutes, the motion was seconded by Commissioner Courtemanche and both Commissioners voted in favor of said motion.

- IV. Preview of April and May, 2016 upcoming events: Chief Scott noted that the Red River 5K race was scheduled to take place on Saturday April 23 and over 250 runners were expected to participate. Chief Scott also noted that the spring 2016 Drug Enforcement Administration's Drug Take Back event is scheduled for Saturday April 30th from 10:00 am to 2:00 pm and that the Claremont Police Department has partnered with CVS pharmacy and will be stationed in the CVS parking lot to collect unused unwanted prescription drugs.

- V. March 2016 Monthly Reports:
 - a. Chief's Office
 - b. Investigations
 - c. Patrol
 - d. Communications
 - e. Statistical Reports

The monthly reports were reviewed and discussed with particular emphasis on the Table Top Evacuation drill conducted on March 23rd at the Sullivan County Jail, the fact that

the newest full time and part time Communications Specialists have acclimated well and are doing an excellent job on solo status making scheduling easier and slightly more accommodating for all, Chief Scott reviewed the role of the Child Advocacy Center and the Sexual Assault Response Team in child abuse and sexual assault investigations, and, lastly, the inclusion of the Grand Jury indictment list was discussed. A review of the statistical reports did not create any concerns.

- VI. Correspondence: A thank you note to Lt. Reichert and Cpl. Hewes was reviewed. Chief Scott also shared a thank you letter he received from Ms. Ruggles for the letter of response he provided to her that was shared with the Commission at the March meeting.
- VII. Accreditation / Grants update: Chief Scott noted that the accreditation and grants office continues to focus on managing the COPS grant, Highway Safety Grants and maintain proof of compliance with CALEA standards.
- VIII. Budget Update:
 - a. Police: Chief Scott outlined that overall percentages continue to track in an acceptable fashion. Chief Scott also outlined that the proposed 2017 fiscal year budget does not show any appreciable changes other than contractually required personnel costs.
 - b. 911: Chief Scott outlined that overall percentages continue to track in an acceptable fashion. Chief Scott also outlined that the proposed 2017 fiscal year budget does not show any appreciable changes other than contractually required personnel costs.
- IX. Old Business:
 - a. Department Organization: Chief Scott outlined that the changes reviewed at the March meeting remain in effect and have been going well. Chief Scott noted that Officer Kibbe and Detective Hewes will be transitioning into their role as acting Corporals in April on the Midnight and Evening shifts respectively. Acting Lieutenants Reichert and Wilmot are doing an excellent job in their positions.

- b. Final Signatures for General Orders 702: After reviewing the requested addition of terms to the definitions section of General Order 702 Commissioner Courtemanche and Commissioner Raymond finalized GO 702 by signing it along with Chief Scott.

X. New Business:

- a. Chief Scott outline Captain Chase's plans to establish a Claremont Police Department Facebook page. Chief Scott noted that the page would be set up to provide timely information to the public. It will be set up so that it does not allow for public comment. The Commission previously outlined establishing a Facebook page as a goal and was happy to hear that this is moving forward. Chief Scott noted that he will be meeting with the City Manager in the near future to finalize this program.

- b. The April 2016 New Hampshire Drug Monitoring Initiative was reviewed and discussed.

At 6:10 pm Commissioner Courtemanche 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 Raymond and both Commissioners voted in favor of said motion.

XI. Public Session: The meeting returned to public session **at 6:29 pm**.

XII. Set tentative meeting(s) Schedule for May 2016 meeting: The May 2016 Claremont Police Commission meeting was scheduled for May 18th, 2016 at 5:30 pm at the Claremont Visitors Center, 14 North Street.

XIII. Adjourn: **At 6:32 pm** Commissioner Raymond made a motion to adjourn, the motion was seconded by Commissioner Courtemanche and both Commissioners voted in favor of said motion.

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Prepared by:

Chief Scott