MINUTES OF THE POLICE COMMISSION SPECIAL MEETING

**of**

**Thursday, December 5, 2019**

**7:00pm at Town Hall Annex**

**66 Prospect Street**

**Commissioners Present:** Marianne Coffin, Chairman

Nicholas Perna, Secretary

George Kain

Joseph Savino

Isabel Caporale

**Also Present:** Chief Jeff Kreitz

Major Stephen Brown

These minutes are an overview of the meeting; not a verbatim text.

## The meeting was called to order at 7:00pm by Chairman Coffin.

## AGENDA ITEM #1 AGENDA REVIEW

Chairman Coffin asked the Commissioners if anyone had any adjustments to the agenda. There were none.

Chairman Coffin stated that there would be an Executive Session for personnel matters following the Public Session.

**AGENDA ITEM #2 APPROVAL OF MINUTES**

Chairman Coffin requested a motion to accept the minutes of November 14, 2019. Commissioner Savino motioned to accept the minutes; Commissioner Perna seconded the motion.

**All in Favor**

**Minutes of the November 14, 2019 Police Commission Meeting accepted as written.**

**AGENDA ITEM #3A COMMISSION VOICEMAIL CORRESPONDENCE**

Commissioner Perna stated there was no voicemail correspondence for the month of November.

**AGENDA ITEM #3B COMMISSION WRITTEN CORRESPONDENCE**

A request was received for a stop sign at Eleven Levels Road and Old Wagon Road. Sign Officer Mark Caswell will be investigating and report back for the January 9, 2020 meeting.

Chairman Coffin signed the required document for the State Traffic Administration notifying them of the new Chairman and Secretary of the Police Commission for the coming year. This was faxed to the Connecticut DOT.

**AGENDA ITEM #4 CHIEF’S REPORT**

1. **Statistics**

Chief Kreitz summarized the department statistics for the month of November. Major Brown stated the detectives have 10 new cases for the month of November. Each of the detectives have approximately 7-10 open cases that they have been working on. Each case is involved such as collecting the information from all involved and obtaining search warrants to name a few procedures.

1. **Training/PR Report**

The following report was submitted by Captain Shawn Platt, Division of Professional Standards:

RIDGEFIELD POLICE DEPARTMENT

TRAINING & COMMUNITY POLICING/PUBLIC RELATIONS REPORT *November 2019*

November 12 PO Olivares and PO McKnight attended 911 Training.

November 13 Capt. Comstock and Det. Papstein attended CTIC

Conference.

November 20-22 Det. Dardis attended Tactical Building Entry Course.

November All officers attended Low Light Shooting.

November 20 Capt. Platt spoke at the Exchange Club meeting.

November 21 Coffee with a Cop at Tazza. Officer DiFalco was the

coordinator for this event.

1. **Sign Report**

Reported to the Police Commission by Traffic Sign Officer Caswell:

November 2019 Sign Report

Sign Maintenance:

1. Repaired the Stop Sign on Bruschi Lane/Old Branchville Road
2. Repaired 2 25 MPH Speed Limit Signs on Copps Hill Road
3. Repaired 2 25 MPH Speed Limit Signs on Round Lake Road
4. Installed 2 Stop Signs and White Stop Bars at Ramapoo Road and Mulberry Street
5. Installed 3 25 MPH Speed Limit Signs on Bennetts Farm Road
6. Installed 2 15 MPH Speed Limit Signs on Saw Mill Hill Road
7. Replaced the Curve and School Bus Stop Ahead Signs on Bloomer Road

**AGENDA ITEM #5 UNION PARTICIPATION**

There was no Union participation for the month of November.

**AGENDA ITEM #6 NEW BUSINESS**

1. **2020-2021 Operating Budget**

Chief Kreitz addressed the commission on the proposed budget. In keeping the equipment current and up to date with today’s standards there is only a proposed 3 percent increase in the proposed budget. Commissioner Savino made a motion to accept the budget. Commissioner Caporale seconded the motion.

**All in Favor**

1. **Update Chief’s Goals**

Commissioner Perna and Commissioner Kain volunteered to be a subcommittee to work with Chief Kreitz setting his goals.

1. **Annual PC Meeting Schedule Approval**

Commissioner Savino made the motion to accept the meeting schedule for the year 2020 as written. Commissioner Perna seconded the motion. This will be forwarded to Town Clerk – Wendy Gannon Lionetti.

**All in Favor**

**AGENDA ITEM #7 OLD BUSINESS**

1. **Assessment and Feasibility Study**

Chief Kreitz stated the study is moving forward with Kastle Boos representatives.

1. **Capital Budget Approval**

Commissioner Savino made the motion to accept the budget. Commissioner Perna seconded the motion.

**All in Favor**

1. **State DOT Old Stagecoach Road Report**

The State has denied the speed limit reduction on Old Stagecoach Road. It will stay at 25 mph. CT DOT recommended an all way stop sign at the intersection of Bennetts Farm Road and Old Stagecoach Road.

Chief Kreitz stated he is waiting for the final letter from the State which would allow the removal of all signs on Neds Mountain Road but two, which the State has recommended remain.

1. **POCD Discussion**

Chief Kreitz stated he would like to meet collectively as a group in moving forward once the updated version is complete.

1. **Officer Evaluation Review**

The Police Commissioners are reviewing the officers’ evaluation form. The discussion will continue at the next meeting.

**Chairman Coffin requested a motion to go into Executive Session at 8:23pm to discuss Employee Performance. Commissioner Savino made the motion and Commissioner Caporale seconded the motion.**

**Motion carried unanimously**

**The Police Commission returned to Public Session at 9:05pm. Once back in Public Session the Commission voted to accept the recommendation for Officer McKnight to complete the probationary period. Motion made by Commissioner Savino, seconded by Commission Caporale.**

**All in Favor**

**Commissioner Perna made a motion to adjourn the Police Commission Meeting at 9:30pm. Seconded by Commissioner Kain.**

**All in Favor**

Respectfully Submitted,

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Nick Perna

Police Commission Secretary