

PORTSMOUTH BOARD OF POLICE COMMISSIONERS

**John D. Kelley, Chairman
William F. Devine
Gerald Howe**

**MINUTES OF THE SEPTEMBER 17, 2002 POLICE COMMISSION MONTHLY MEETING
Noon (Non-Public) 1:00 PM (Public)
Portsmouth Police Department - Wm. D. Mortimer Conference Room**

I. **CALL TO ORDER:** The chairman called the September 17, 2002 monthly Police Commission Meeting to order at 1:00 PM (*One cassette tape documenting this meeting is on file for reference*).

Present during public session: Commissioners Kelley, Devine, and Howe, Chief Russ, Captain Robert Carbone, Budget Coordinator Karen Senecal two members of the print media, and Executive Assistant Carol Bryant.

II. **PLEDGE OF ALLEGIANCE** was led by Commissioner Howe.

III. **SWEARING IN CEREMONY FOR OFFICER ROCHELLE JONES**

IV. **ACCEPTANCE OF MINUTES:**

Action:

Commissioner Howe moved that the Board accept the minutes of the meetings held on June 10, 2002; July 16, 2002; August 2, 2002 and August 30, 2002.

Seconded by Commissioner Devine.

On a Roll Call Vote: the Board unanimously voted in favor of the motion.

V. **UNFINISHED BUSINESS:** None

VI. **NEW BUSINESS:**

A. POLICE COMMISSION:

1. Personnel Items that Require Action

Action:

Commissioner Howe moved that the Board appoint the following employees to permanent status:

- Officer Andre Wassouf effective July 16, 2002
- Officer Scott Pearl effective July 30, 2002
- Officer Wayne Boucher effective September 10, 2002
- Officer Sean Evans effective September 11, 2002

Seconded by Commissioner Devine.

On a Roll Call Vote: the Board unanimously voted in favor of the motion.

Action:

Commissioner Howe moved that the Board accept the following resignations:

- Dispatcher Alex Reno effective August 10, 2002
- Dispatcher Bethany Cuddahy effective September 2, 2002
- Officer Derrick Washington effective September 13, 2002
- Dispatcher Rebecca Navelski effective September 15, 2002

Seconded by Commissioner Devine.

On a Roll Call Vote: the Board unanimously voted in favor of the motion.

2. Update on Noise Enforcement: Captain Carbone gave an update on noise enforcement activities during the past few months and submitted a report to the Commission. To continue our proactive approach, a brochure will be developed regarding the noise ordinance and our enforcement efforts and will be available for distribution next spring. Deputy Magnant will give an update at the next meeting regarding possible changes to the noise ordinance signs at various entrance points to the City.

B. CHIEF OF POLICE:

1. Personnel & Training Report was reviewed. Sergeant Horn and Captain DiSesa presented the 2002-2003 Training Calendar.
2. Recognition of Officer Matt Hester and Officer Dean Outhouse for their work on a recent Portsmouth Police Relief Association Fundraiser that raised over \$10,000.
3. Police Department Open House is scheduled for Saturday, September 28, 2002 from 9:00 AM to Noon.
4. Financial Reports were presented by Budget Coordinator Karen Senecal. The FY03 budget reallocation was reviewed and distributed. Chairman Kelley asked that in the FY04 budget the Police Department request that the City Council allocate the administrative fees from outside work to the Police Department. Chief Russ noted that the Department is moving forward with filling all vacancies.
5. Division and Team Reports:
 - Records Division
 - Information Systems Division
 - Accident Investigation Team
 - Honor Guard

6. Grant Award:

Action:

Commissioner Howe moved that the Board accept the grant award from the U.S. Department of Justice, Office of Community Oriented Policing Services in the amount of \$150,000 for two full-time additional police officer positions and that the grant be forwarded to the City Council for their review and approval.

Seconded by Commissioner Devine.

On a Roll Call Vote: the Board unanimously voted in favor of the motion.

7. Donations for the Honor Guard Program:

Action:

Commissioner Kelley moved that the Board accept the following donations for the Honor Guard Program totaling \$350.00 and that they be forwarded to the City Council for their review and approval:

- \$50.00 from Ronald and Virginia Demo
- \$100.00 from Bottomline Technologies, Inc.
- \$200.00 from Autoprof

Seconded by Commissioner Howe.

On a Roll Call Vote: the Board unanimously voted in favor of the motion.

8. Letters of Thanks and Appreciation:

- From Panera Bread letter and donation on September 11th.
- From Starbucks Coffee letter and donation on September 11th.
- From Moe's Sandwich Shop - donation on September 11th.
- From Stephanie M. Schermerhorn note and donation on September 11th.
- From Daniel P. Schneider, the Independent Source, thanking the Department for assistance during the past month.
- From Bill Warren re: Green's Drug Store.
- From Roger Harris re: Green's Drug Store.
- From Nicole Snow re: Green's Drug Store.
- From Bonnie Rutledge thanking Captain Schladenhauffen for the arrest of an individual at the Comfort Inn on July 22, 2002.
- From Rick Judkins thanking Officers Hester, Cashman and Pearl for their assistance to his daughter.
- From U.S. Attorney Thomas Colantuono thanking Chief Russ for his assistance with the Project Safe Neighborhood's grant program.
- From the Portsmouth High School thanking the Family Services Division and K-9 Unit for assistance with Celebration Graduation.
- From J. Brenda Comire, U.S. District Court, thanking Sergeant Case and the Honor Guard for participating in the Naturalization Ceremony at Strawberry Banke on July 4th.
- From Diane Stradling thanking Officer Leedberg for his assistance.
- From Diane Stradling thanking Kathe Hoyt and Sgt. Puopolo for their assistance.
- From Cynthia Wright thanking Kathe Hoyt for her assistance on June 27.
- From Kimberly Sawyer, Maine Department of Human Services, thanking Lt. Champlin and members of the Family Services Division for assistance with a child abuse and neglect investigation.
- From Kimberly Sawyer, Maine Department of Human Services, thanking Sergeant Schwartz for his assistance.
- From Sexual Assault Support Services (SASS) thanking Lt. Champlin for a recent training session.

Action:

Commissioner Howe moved that the Board accept the 19 letters of thanks and appreciation from a variety of sources for the work that the officers have done and note that these are indicative of the quality of personnel and the effort put out by the personnel of the Portsmouth Police Department.

Seconded by Commissioner Devine.

On a Roll Call Vote: the Board unanimously voted in favor of the motion.

9. Amber Alert Program - Chief Russ gave a brief update on progress made with the implementation of the Amber Alert Program in New Hampshire. Commissioner Devine questioned why some of the state E-911 funds can't be utilized to implement the Amber Alert Program. This item will be placed on the agenda for the October meeting.

C. PATROL SERVICES BUREAU:

1. Log Activity Reports were reviewed.
2. Status of Personnel Out Sick or Injured - Officer MacKenzie and Officer McQuate continue to be out due to on-duty injuries.
3. Update on Special Events Log – no special events were noted.
4. Emergency Communications Center Report was presented.
5. STEP Reports were presented.
6. Field Training and Evaluation Program Report was presented.
7. Auxiliary Police Activity Report was presented.

D. CITY PROSECUTOR REPORT: The court disposition report was presented.

E. BUREAU OF INVESTIGATIVE SERVICES: The monthly report was presented.

VII. MISCELLANEOUS/OTHER BUSINESS:

- Chief Russ noted that he is very honored and excited about being invited to participate in the White House Conference on Missing, Exploited and Runaway Children.

Action:

Commissioner Devine moved that the Board convene a non-public session.

Seconded by Commissioner Howe.

On a Roll Call Vote: the Board unanimously voted in favor of the motion @ 2:02 PM.

Action:

Commissioner Devine moved that the Board return to public session.

Seconded by Commissioner Howe.

On a Roll Call Vote: the Board unanimously voted in favor of the motion.

Action:

Commissioner Devine moved that the September 17, 2002 meeting be adjourned.

Seconded by Commissioner Howe.

On a Roll Call Vote: the Board unanimously voted in favor of the motion at approximately 2:30 PM.

VIII. NEXT MEETING: Tuesday, October 15, 2002
12:00 Noon - Non-Public Session
1:00 PM - Public Session

Respectfully Submitted By Carol Bryant, Executive Assistant
Reviewed By Commissioner Gerald Howe, Clerk