

**PORTSMOUTH POLICE COMMISSION**

**MINUTES OF THE DECEMBER 15<sup>TH</sup>, 2010 MEETING**

6:00 p.m. (Non-Public) – Office of the Chief of Police, Portsmouth Police Dept.  
7:00 p.m. (Public) – Eileen Dondero Foley Council Chambers, Portsmouth City Hall

Gerald W. Howe, Chairman  
John C. Russo  
John F. Golumb

- I. CALL TO ORDER:** The chairman called the December 15<sup>th</sup>, 2010 monthly police commission public session to order at 6:02 p.m. in the office of the chief of police of the Portsmouth Police Department.

**Action: Commissioner Golumb moved** to go into non-public session for the purpose of discussing personnel issues as per RSA 91-A:3, II.

**Seconded by Commissioner Russo.**

**On a Roll Call Vote:** The board voted unanimously to go into non-public session at 6:02 p.m.

**Action: Commissioner Russo moved** to come out of non-public session.

**Seconded by Commissioner Golumb.**

**On a Roll Call Vote:** The board voted unanimously to come out of non-public session at 6:57 p.m.

**Chairman Howe called the public session back to order at 7:00 p.m. in the Eileen Dondero Foley Council Chambers in Portsmouth City Hall.**

**Present during the public session:** Commissioners Howe, Russo, and Golumb, Chief David Ferland, Deputy Chief Stephen DuBois, Captain Frank Warchol, Executive Assistant Kathleen Levesque

- II. PLEDGE OF ALLEGIANCE:** Kathleen Levesque led the Pledge of Allegiance.

- III. ACCEPTANCE OF THE MINUTES OF THE MEETING HELD ON:**  
November 17<sup>th</sup>, 2010

**Action: Commissioner Russo moved** to accept the minutes and place them on file.

**Seconded by Commissioner Golumb.**

**On a Roll Call Vote:** The board voted to accept the minutes of the November 17<sup>th</sup>, 2010 police commission meeting and place them on file.

**IV. PUBLIC COMMENT: None**

**V. UNFINISHED BUSINESS: None**

**VI. NEW BUSINESS:**

**A. POLICE COMMISSION:**

**1. Personnel Items that require action:**

**Action: Commissioner Golumb moved** to request Chief Ferland develop a draft operating procedures policy regarding the U-Visa program, so the department could cooperate with the Dept. of Homeland Security.

**Seconded by Commissioner Russo.**

**On a Roll Call Vote:** The Board voted unanimously to have a policy draft developed delineating operating procedures regarding the U-Visa program.

**B. CHIEF OF POLICE:**

Chief Ferland turned the meeting over to Deputy DuBois.

The first item on the deputy's list was an update on the work of the steering committee empaneled to select a vendor to perform an independent study of the police department. Deputy DuBois reported the committee has agreed on a short list of vendors and has sent out Requests for Proposals. The committee will meet in mid-January to review the submissions and select the vendor. The vendor should be in a position to start the study by the end of January or early February.

Commissioner Russo asked Commissioner Golumb to name the members of the committee again, for the benefit of the public. Commissioner Golumb named the committee members in no particular order, as follows: Councilor Jerry Hejtmanek, Mrs. Renee Riedel-Plummer, Architect Lisa DeStefano, Councilor Chris Dwyer, Chamber President Doug Bates, Deputy Steve DuBois, adding that for the last few meetings Dan Hartrey of the city's community development department, and City Attorney Suzanne Woodland have worked with the steering committee to develop the RFQ and the RFP.

Deputy DuBois turned the meeting back over to Chief Ferland.

Chief Ferland asked Captain Warchol to review the Administrative Services Report with the commission.

## **2. Administrative Services Division Report**

- a. Financial Reports, by line item
- b. Overtime Report
- c. Attendance Report
- d. Personnel and Training Report
- e. Information Systems Report
- f. Records Division Report
- g. Fleet Report
- h. Communications Center Report

Chief Ferland returned to Item #1 on his portion of the agenda.

- 1. Cross-agency update** – the federal grant for this project ends in December. Currently, there are 16 agencies in the network. We will have joint access to close to 1 million names in the shared database. This greatly improves our ability to investigate crime, return property, etc., and is an effective way to collaborate with other departments.

The Chief briefed the commission on the following items:

- The budget process has begun. And at the commission's direction, is preparing to show the commission what a zero percent budget would look like.
- Detectives are seeing an uptick in counterfeit dollars, I.D Internet scams, graffiti, and drug trafficking.
- Seasonal weather-related traffic snarls are up as usual for this time of year.
- Compliance checks were done at over 70 places that sell liquor in Portsmouth, in conjunction with NH Liquor Enforcement. Out of the 70, four locations were cited for violations.
- Evidence specialist Jim Gaskell recently completed advanced training and is now nationally certified in his field. Discussion ensued on the unique nature of evidence retention and the important role it plays in case prosecution. Chief Ferland talked about how much evidence is taken in each year and how long we are required to hold it. He explained that we are required to maintain the integrity of the evidence while it is in our possession, which means keeping property pristine and un-degraded. The Chief explained recent changes in how evidence is disposed of, and how complicated retention can be.

- Chief Ferland reviewed thank you notes and e-mails received during the last month.

#### **UPCOMING EVENTS:**

- **First Night**
- **Candlelight Stroll at Strawberry Banke**

#### **3. Letters of Thanks & Appreciation from Outside the Department:**

- a. A letter of thanks from Wm. F. Bloomer of the New England Organized Crime Drug Task Force, for Detective Kristen Bernier's participation in the opening and closing ceremonies of their November conference at Bretton Woods.
- b. A letter of thanks from Exeter High School principal Victor Sokul, Jr. to K-9 Officer Scott Pearl and K-9 Wess, for their help in a scheduled drug search of the high school.

Chairman Howe announced the new start times for the 2011 Police Commission meetings.

#### **C. PATROL SERVICES DIVISION:**

1. Offense Report
2. Program/Self-Initiated Activity/Directed Patrol Report
3. Animal Control Report
4. Special Teams/Programs report
  - a. K-9 Program
  - b. Seacoast Emergency Response Team
  - c. Field Training Program
  - d. Auxiliary Unit
  - e. Community Relations
5. Personnel Out Sick or Injured

#### **D. CITY PROSECUTOR REPORT**

#### **E. DETECTIVE DIVISION**

#### **VII. MISCELLANEOUS OTHER BUSINESS:**

**Action: Commissioner Golumb moved** to accept the division and team reports and place them on file.

**Seconded by Commissioner Russo.**

**On a Roll Call Vote:** The board voted unanimously to accept the division and team reports and place them on file.

Chairman Howe wished the public a safe and happy holiday season. Commissioners Russo and Golumb added their wishes for a Merry Christmas and a Happy New Year to all.

### VIII. MOTION TO ADJOURN

Chairman Howe asked if there was any other business before the commission. There being none, the Chairman asked for a motion to adjourn.

**Action: Commissioner Russo moved** the December 15<sup>th</sup>, 2010 meeting of the police commission be adjourned.

**Seconded by Commissioner Golumb.**

**On a Roll Call Vote:** The board voted unanimously in favor of the motion at 7:30p.m.

### IX. NEXT MEETING: *Wednesday, January 19<sup>th</sup>, 2011, at 6:00 p.m. – PLEASE NOTE NEW MEETING TIME. Eileen Dondero Foley Council Chambers, Portsmouth City Hall.*

*Kathe*

*Respectfully Submitted By Kathleen Levesque, Executive Assistant*

*Reviewed By Commissioner Golumb, Clerk of the Commission*

*John F. Golumb*