



**Rochester Police Commission
Rochester, NH 03867**

Derek J. Peters, Commissioner
David R. Stevens, Commissioner
David E. Winship, Jr. Commissioner

MINUTES OF THE POLICE COMMISSION MEETING

The Rochester Police Commission held their regular monthly meeting on Wednesday, April 5, 2023 at 7:00 P.M. in City Hall, Council Chambers. Participants in this meeting: Comm. Peters (by remote feed), Comm. Stevens, Comm. Winship, Chief Boudreau, Dep. Chief Thomas, Capt. Swanberry, Secretary Warburton, and invited guests.

Chaplain Cilley was excused.

The meeting called to order at 7:00 P.M.

All participated in the pledge of allegiance.

A. Roll Call. The clerk called the roll marking Comm. Peters (by remote feed), Comm. Stevens and Comm. Winship present.

B. Remote Attendance: Comm. Stevens chaired the meeting, and inquired of Comm. Peters if he was physically unable to attend tonight's meeting in person. Comm. Peters confirmed that was true. Comm. Stevens inquired if any other person was in the room with Comm. Peters. Comm. Peters stated no one else was there.

All votes to be by roll call vote.

2. PUBLIC COMMENT: No one present offered any public comment.

3. ACCEPTANCE OF MINUTES: A. March 1, 2023.

Comm. Winship MOVED to accept the minutes of the March 1, 2023 meeting. Comm. Peters SECONDED the motion. The motion to accept the minutes as presented PASSED by roll call vote 3-0; Comm. Peters yes, Comm. Winship yes, Comm. Stevens yes.

4. OLD AND UNFINISHED BUSINESS:

A. Body Camera Project Update: The body cameras are in all set up and ready. We just received the additional mounts for the outer carriers. We need to finish the training and then go live. We are waiting for just one piece of the redaction software as well.

Comm. Stevens asked if we would be live by April 15.

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Chief Boudreau said he would like to be.

5. NEW BUSINESS:

A. Oath of Office – Nicholas Alexander promotion to Sergeant

The oath of office for promotion to Sergeant was administered to Officer Alexander by Secretary Becky Warburton.

A recess was called at 7:08 P.M. for pictures. The meeting returned to session at 7:17 P.M.

B. 2022 Year End Report. Chief Boudreau said that we have started putting this together but it needed more tweaks before releasing it.

C. Monthly Reports

1). Operations. Capt. Swanberry noted that we had some positive Community Policing this period. The Honor Guard presented the flag detail at the CHaD Battle of the Badges hockey game. We also had several officers reading to students in the elementary schools.

The number of cases in ISB remain the same, but the call outs this period were more. There were 8 call outs, and 2 evidence call outs, along with five backgrounds. There were 21 phones analyzed with Cellebrite. There is more work being done in ISB with the shifting of resources.

Comm. Peters said we've added a couple of detectives. Has that helped out. I noticed our cases are up to 82. Are we still down one or two in there?

Capt. Swanberry said that we moved 1-2 in, and we've had one out on a medical leave. There are more cases going to detectives, but they are also busy in their own work. Not all the cases are coming from patrol.

Comm. Peters asked if they've been able to handle the work with the staff they have.

Capt. Swanberry said they have, for the time being. There has been some struggle with the increases but they are handling it.

COMMUNITY ENGAGEMENT/PROBLEM ORIENTED POLICING (POP). CEO

Kimbrough conducted an active shooter training at a school. He participated in the Waypoint sleep out with Diversion Coordinator Rodler. He attended both the Skate with a Cop and the Guns and Hoses Hockey game.

The POP Unit filed charges on a suspect involved in a spree of copper thefts. They did a good job with that. With the promotion of Officer Alexander, Officer Crawford was moved into the POP Unit, so we have two officers in there again. .

Comm. Peters said typically we have four people in POP with the Sergeant. So we only have two in there now?

Capt. Swanberry said we are at two now. We don't have a second sergeant on the support side. We have five sergeants in patrol to help in the experience gap. Lt. Aucoin is directly overseeing POP with his other duties. The CEO is not part of the POP Unit but they work closely together if they need manpower or assistance.

Comm. Peters asked once we get more people on line are we going to add another person to that unit?

Chief Boudreau replied we have talked about that potentially. But also in discussion is possibly a motor vehicle officer or two for traffic enforcement. We have to balance our needs without making the patrol division too lean.

COMMUNICATIONS: The center still has an on-going staffing shortage; and are still down five positions. We have one in training, who is doing well. We have another slated to start on April 10, and one in background. All of the Dispatchers attended a mental health first aid class, which is an abbreviated CIT that will help them dealing with people on the phone. This was coordinated by our Juvenile Division coordinator Nicole Rodler and also Sgt. Williams-Hurley who are certified trainers in this.

2.) Administration. Dep. Chief Thomas said we are still working with NEVO to get the new cars outfitted. The additional front line vehicle ordered in this fiscal year is in at McFarland Ford. It is being painted this week.

We were able to get Sergeant Alexander into the first line supervisor course hosted by FBI LEEDA. There were three officers certified in crisis intervention training. We have five additional officers slated for this training in this calendar year, which puts the patrol division at about 70% of our officers trained in CIT by the end of this year.

Officer Mills has moved into phase two of field training. Officer Birmingham is nearing completion of the academy and is set for graduation on April 28. Officer Settele and Officer Hill are progressing well in the academy and on track to graduate on June 16.

There are currently five conditional offers with backgrounds underway. Three of those backgrounds have been submitted for the Chief's review, one should be completed shortly and the final background has just started due to a delay in obtaining personal history statements from the applicant.

Comm. Peters asked when will they go to the Academy?

Dep. Chief Thomas said that of the four, one is certified out of Vermont and will only need the law package, which he has been registered for. Two of the non-certified officers are set for the Academy in June, and the third non-certified will go to the July Academy due to a request from the military that he attend a planned 21-day training in California in June.

Comm. Stevens inquired if we are on track for finishing FY23 in the black? Any concerns in lines, such as overtime?

Chief Boudreau responded that overall we will finish in the black because of attrition savings in salaries and benefits. But both overtime lines are well-expended right now. We haven't had to move money at this point. The O&M lines are looking pretty good.

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Comm. Peters asked would you say the overtime is due to manning dispatch more. And they can't absorb it in their budget?

Chief Boudreau said no, the overtime in dispatch comes from the dispatch budget, whether its police, firefighters or dispatchers. The overtime on the police side is related to court, and covering open shifts for time off, or minimum staffing, and to cover training.

Comm. Peters said that we have taken a big jump in training. Pleased to see that. It's good to get them out there and not doing it all on line.

Chief Boudreau said training is important. The training requirements (from LEACT) are increasing over the next couple of years. We have a young in years of service department, so training is extremely important for them.

Comm. Peters asked if we have any open slots?

Dep. Chief Thomas said on paper, no, assuming every conditional offer is hired. If someone washes out of a background we would.

Chief Boudreau said full staffing doesn't mean everyone is on the road. If you're not certified it is close to a year from hire date to solo patrol. So even at "full staff" we are still down positions due to various stages of training.

Comm. Peters commented it is a credit to all of us for staying on the ball and getting potential officers before the Commission, interviewed and conditional offers. Kudos also goes to the officers making recommendations and bringing people before the department for consideration.

D. Other.

1. CAD RMS. Chief Boudreau updated the Commission on the CAD RMS replacement project (computer aided dispatch, records management system). We have had multiple meetings and have been reviewing the contract. There are a lot of details and questions because this spans across police, fire, dispatch. We've forwarded off the contract to the City Manager to sign with CSI. Once we sign the contract, they'll be "stepping on the gas" to start the process. We hope by the end of summer to be moved to the CSI platform.

This is going to be a labor intensive project on their part and on our part. We have been with our current vendor since 1996, so there is a lot of data conversion that must be verified. So we are going to assign a point person for the PD to do that. I've assigned Captain Pinkham to be that person. He's been in patrol, in detectives, in evidence so he has a good idea of all of those areas. This will take a significant amount of his time once that process gets moving. Comm. Supervisor Devine will also be heavily involved.

6. CORRESPONDENCE:

Correspondence received for the month included: Off. Kimbrough is thanked for customer service and diligence in providing information to a local defense attorney. The attorney was impressed

that although the inquiry didn't fall under Off. Kimbrough's "job" he took the time to get him the information he was seeking.

7. INFORMATION:

Comm. Peters wanted to remind everyone that Roger Allen Park will be opening for the season in the next two weeks. We should expect to see an increase in traffic on Chestnut Hill Road. He'd like to see us doing some extra patrols out there for safety.

8. NON-PUBLIC SESSION: (Pursuant to: RSA 91-A:3)

Commissioner Stevens MOVED to enter a nonpublic session at 7:34 P.M. pursuant to RSA 91-A: 3, paragraph II, section A (personnel). Comm. Winship SECONDED the motion. The motion PASSED by roll call vote 3 – 0 with Comm. Peters – yes, Comm. Stevens – yes, Comm. Winship – yes.

The non-public session closed at 8:07 P.M. on a MOTION by Comm. Peters. Comm. Stevens SECONDED the motion. The motion PASSED by roll call vote Comm. Peters – yes, Comm. Stevens – yes, Comm. Winship – yes.

Comm. Peters MOVED to seal the minutes of the non-public session. The motion was SECONDED by Comm. Stevens. The motion PASSED by roll call vote Comm. Peters – yes, Comm. Stevens – yes, Comm. Winship – yes.

9. MISCELLANEOUS:

Comm. Peters MOVED to approve the evaluation of Off. Zachary Marsh (no merit per CBA) and the evaluations and merit track advancement for Off. Adam Govoni (Step 8) and Off. Shane Downs (Step 3). Comm. Winship SECONDED the motion. The motion PASSED by roll call vote Comm. Peters – yes, Comm. Stevens – yes, Comm. Winship – yes.

10. ADJOURNMENT:

Comm. Stevens MOVED to adjourn. SECOND by Comm. Winship at 8:07 P.M.

Respectfully Submitted,

Rebecca J. Warburton
Secretary

APPROVED BY COMMISSION: 05/03/2023

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