



SEYMOUR POLICE DEPARTMENT

11 Franklin Street
Seymour, Connecticut 06483-2891

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SPECIAL MEETING BOARD OF POLICE COMMISSIONERS TUESDAY, NOVEMBER 24, 2020 6:30 P.M. ZOOM teleconference

Members present: Robert Koskelowski, David Bitso, John Duke, Thomas Bennett and Kyle Kelley. Also in attendance: Chief Satkowski, Deputy Chief Rinaldi, Officer Oczkowski, Town Attorney Holcomb, First Selectwoman AnnMarie Drugonis, Officer Santanelli, Retired Cmdr. D'Antona, Union Attorney Bento, Officer Gilloren, Officer Dempsey, Cmdr. Fappiano and the public.

1. **Meeting was called to order** at 6:33 p.m. by Chairman Koskelowski
2. **Pledge of allegiance:** was led by Chairman Koskelowski
3. **Public comment:** None.
4. **Approval of special meeting on October 7, 2020**
Kyle Kelley/John Duke motion to accept the minutes. **Motion: 5:0**

Approval of special meeting on October 14, 2020
Kyle Kelley/John Duke motion to accept the minutes. **Motion: 5:0**

Approval of regular meeting on October 21, 2020
Thomas Bennett/Kyle Kelley motion to accept the minutes. **Motion: 5:0**

5. **Management report: Chief Satkowski**-budget doing well, projected revenue has increased, working on 2021-2022 budget, dash and body cameras still working on, winter parking ban starts December 1st, police car involved in accident last week has been fixed, carpeting on second floor replaced, one officer still out on long term, the officer that was on workman's comp has come back to light duty, one administrative position still open, Inspector position open, and two officers were out with Covid exposure-we continue to monitor Covid.
6. **Commissioner Comments:**
Commissioner Bennett-great job to the firearms instructors, I went through the course for my job at school.

7. Old Business:

Evaluations Update

Deputy Chief Rinaldi-patrol all done waiting for Sergeants and Commanders to be finished by the next meeting.

Chairman Koskelowski-by the next meeting they should all be done?

Commissioner Bitso-will be meeting with the Chief to do his evaluation sometime over the next couple of weeks.

Training update

Deputy Chief Rinaldi-firearms done, one officer to recert, one officer for MOI training, vendor had some minor issue-which has been resolved-more training to be done on line-the officers can log in at any time while they are on duty as the training is pre-recorded, officers will be going to use of force training next week, all in person classes have used precautions, there is no hard date when training will be done.

Commissioner Duke-is there a hard date that training will be done?

Commissioner Kelley-are officers doing training on or off duty? I would caution on any in person training make sure to follow strict guidelines.

Update on Union negotiations

First Selectwoman Drugonis-the Union contract has not been signed-error found with seniority-has to be to me by the 30th or every single deal off the table. I wish this would have gotten taken care of with the extra two weeks given, I am disappointed in that fact.

Subcommittee for IA's

Chairman Koskelowski-I appoint Thomas Bennett and John Duke to look at IA policies, no hard deadline to be completed. Past investigation completed-how it was done and what could have been done different, there is no outside firm to hire, you should have access to all documents.

Commissioner Bitso-is this to review past IA or something else? Is there any outside firm we can hire?

Commissioner Bennett-is there a deadline? Will we have access to prior documents?

Stop sign at Rimmon and Pershing

Chief Satkowski-letter submitted to DPW to make a three way intersection, this would be going down the hill towards to Old Drive, this will not be an issue in the winter, DPW is responsible for signs and markings-we only make the request.

Chairman Koskelowski-will this be a problem in the winter? Sounds like a good idea to offset the cost by putting something in our budget.

Commissioner Kelley-whose budget does this come out off? Maybe add a small line item to police budget to help offset the cost.

Painting of don't block the box

Chief Satkowski-request has been made, DPW will not be doing any painting until spring because of the temperature.

Weekly Reports

Commissioner Bitso-add complaints to the new IA section of reports, would like an overall feel of what the Chief is doing during the course of the week, have seen things trending in the right direction.

Chief Satkowski-any civilian complaints will be an IA, by law and POSTC standards they have to be investigated.

7a) Patrol reports: Board accepts the reports. Kyle Kelley/John Duke motion to accept the reports. **Motion: 5:0**

7b) Detective report: Board accepts the report. Thomas Bennett/John Duke motion to accept the report. **Motion: 5:0**

7c) K-9 reports: Board accepts the reports.

Chairman Koskelowski-has the K-9 car that was involved in an accident been put back into service?

Chief Satkowski-yes the car was repaired that day so no loss of service.

John Duke/Kyle Kelley motion to accept the reports. **Motion: 5:0**

7d) SPO/CPO reports: Board accepts the reports.

Chief Satkowski-CPO doing a good job-limited with the situation as to what he can do. SRO's back in patrol as school is on line through the middle of January, both are on day shift. Kyle Kelley/Thomas Bennett motion to accept the reports. **Motion: 5:0**

7e) Car Report: Board accepts the report.

Commissioner Kelley-thank you to Det. Matusovich for installing Nexgen in the cars, where do we stand for outfitting the cars-outfitting should be uniform, I had recommended one new car to replace K-9 car out of the cars being ordered this year and one to go to patrol, can't act on it now agree with Chief with the accountability act, this budget season we are budgeted for two cars talk about it as a group next month make a decision.

Chief Satkowski-second car completed, third one being worked on, all equipment will be similar, two remaining cars are SUV Explorer, two ordered no word from vendors, we are going to have to look at this budget hard especially with the new police accountability law, we don't think K-9 needs another car-that car has more life in it, look to see where potential savings are, we need to review the K-9 program, recommendation to hold off on K-9 car, all cars on order are expeditions.

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Commissioner Bitso-did new vehicles come in? Where did we leave off with a new K-9 car? Want to make sure we follow through with this and make sure it's the proper vehicle, which style vehicle would work for K-9? Prices go up if we hold off, need to take a hard look and make decision between now and the next meeting, what are the two vehicles coming in?
K-9 Officer Oczkowski-we do have a company-get them make and model, need a final decision on the vehicle, do fund raiser to get equipment, got quotes on Chevy, Tahoe is lower to the ground and more room for equipment.

8. New Business:

Vacant Deputy Chief position qualifications

Chairman Koskelowski-all Board members received the qualifications and duties of the position.

Update on Inspector position

Chief Satkowski-seven people have signed up, spoke to South Central Criminal Justice as that's the firm we have always used, January or February time frame to go through with written test, \$ 1,100 to \$ 1,300 dollars to administer the test, vendor gets the job description-they review-they make the test appropriate for the position, once the Union and Administration agree to vendor its normally 30-45 day time frame-the evaluations have to be done in the beginning and sent to the vendor, the time frame is as fast as we get going, has to be outside agency according to the collective bargaining agreement there could civil litigation if the process not done fairly and correctly I recommend South Central, last time letter came from Union to start the process.

Commissioner Bennett-what is the cost to the department? Who determines the test material? Can we come up with a solid time line I know that evaluations are required, do evaluations come prior to or after the oral? Do we have to use South Central can we do this ourselves? So we can't find a mutual agreeable Police Chief who could come up with questions?

Chairman Koskelowski-when will this all be completed? When do we get to do the final interview for candidates? Can oral be done before written? South Central is acceptable, Chief to write up letter so the Union can sign off.

Union President Officer Oczkowski-90 days to complete this process, Chief can type something up and we can get going, South Central has always been good to us we never had any issues.

Town Attorney Holcomb-I have not been involved in negotiations.

Union Attorney Bento-South Central does 95% of the police testing in Connecticut.

David Bitso/John Duke motion to start the process of testing for the Inspector position.

Motion: 5:0

Toy Drive

John Duke/Kyle Kelley motion to donate \$ 1,500 to TEAM toys for kids and the money to come out of the Community Account. **Motion: 5:0**

No Shave November

Money goes to families affected by cancer in Connecticut. David Bitso/John Duke motion to donate \$ 1,000 to No Shave November and the money to come out of the Community Account. **Motion: 5:0**

2021 Meeting Dates

John Duke/Kyle Kelley motion to accept the meeting dates as the third Wednesday of each month for 2021. **Motion: 5:0**

Covid Protocols

Commissioner Kelley-would like copies of the policies put in place, specifically what personnel are to adhere to, cleaning vehicles, written policy and clearly communicated, every work area to be disinfected, what policy has been sent out regarding contact with someone, what protocol if officer comes in contact with someone infected, conflicting information, following proper recommendation, we all need to be on the same page, some guidelines to follow anytime direct exposure-less than six feet more than fifteen minutes must quarantine for fourteen days regardless of what you test, there has to be something on paper that we need to follow, questions should go to Naugatuck Valley Health not HR not Town Hall, I don't want anyone getting sick; my recommendation would be to get on the phone with Naugatuck Valley Health District and ask them about those officers who may have been exposed because if we go on a positive call we would have no more people left we would all be quarantined, this stuff needs to be posted and people need to be reminded, we need to try and protect everyone, maybe in the next several days we can work with someone in the police department as to who will be that point of contact, everyone in the community is equally effected and we need to work together, maybe we need to do the read and sign book, it is the CDC opinion on the 10-14 days not the HR department or the Police Department's opinion so we should be cautious how we give someone information, there should be a limited amount people in the police department-there are steps that need to be taken and the information needs to be on paper.

Deputy Chief Rinaldi-emails sent to all employees, PPE given out, Lysol wipes given to wipe cars each shift, maintenance will also sanitize the car if someone has been in the car that has Covid

Chief Satkowski-working very closely with HR, Chief of Staff and First Selectwoman's office, recommend be tested, fourteen days quarantine, following CDC guidelines, varies from case to case basically if exposed the officer is out immediately and recommend get tested, wait 48 hours to get their test results in the meantime monitor their symptoms, we have been following a lot of what we are discussing, met with officers, emails sent, brochures, executive orders, anything I have received has been forwarded to the officers, emails sent to Naugatuck Valley Health, discussion with public safety committee, some officers who were effected were out for 10 to 14 days, there are things in place and the officers need to take responsibility, signs have

been posted throughout the building, masks given out, there are some discrepancies with some of the guidance's and policies, it is a case by case, we are taking the necessary steps and precautions.

First Selectwoman Drugonis-CDC guidelines state if you have come in contact with or without a mask 15 minutes-6 feet you have come in close contact and you must quarantine-a negative test does not equate to non-quarantine, we have to follow Naugatuck Valley Health Department, if we have an issue with people being out then the Chief must work on that, HR Director has set forth what the Town Hall policies are, the First Selectperson is the HR Director for the Police Department as well as all Town employees and if there is an issue it is between the Board of Police Commissioners as well as the First Selectperson to ensure they are working with the Chief of Police to make sure we have employees quarantined and we don't have an issue that we have enough coverage.

Town Attorney Holcomb-the First selectwoman is correct, there are some over lapping responsibilities but as the First Selectwoman you are the CEO of the Town you are the HR over all employees, you have shared responsibilities and everyone should be working together.

Commissioner Duke-should be clear directive on common areas such as locker rooms, what the policy is, definition of close contact, what the symptoms are should be everywhere, this should have been done months ago.

Commissioner Bitso-surprised and disappointed no plan or policy in place this is too serious to learn as you go, there should be set policies in place, we have a community to protect, we should all work together, when will we see a written policy in place?

Union President Officer Oczkowski-if we have officers in the last couple days have come in contact with someone who is positive on a call for more than 15 minutes what are we doing with those officers now? We need a point of contact.

Chairman Koskelowski-recommend Chief and Kyle to get together to further discuss this and have a written policy in place one week from today and all officers have a copy.

Chief Goals

Commissioner Bitso-how much private duty has come in this time frame from last year? Community outreach program? Increase supernumerary personnel? Social media increase?

Chief Satkowski-the collection of private duty was behind, was told by the Administrative Assistant that the collection rate is better, I don't have the figures in front of me tonight, Ring portal implemented where community can participate and report to a law enforcement portal, I'm ready to hire more supernumerary personnel when the Board is, more use of Facebook is going on and more officers have been given responsibility to post on Facebook, I would like to get another platform also.

Budget Committee 2021-2022

Chairman Koskelowski-I would like to be on the budget committee with Commissioner Bitso.
Commissioner Bitso-would like to have more of a roll in the budget process.
First Selectwoman Drugonis-budget workshop probably by Zoom because of the virus.

Community Police Officer

Chief Satkowski-in September CPO was implemented, officer has been doing an outstanding job but has been limited, recommend temporarily suspend position put officer back in patrol especially if officers go out with Covid plus for the officers own safety, businesses locked down, CPO will count towards the shift, the housing calls can be handled by patrol.

Commissioner Kelley-don't see a problem with that.

First Selectwoman Drugonis-housing having an issues with visitors and guests not wearing masks can CPO enforce?

Commissioner Bitso-if the housing authority is having trouble they should call the police department anyway, right now support the Chief and temporarily suspend the position.

Chairman Koskelowski-safety of CPO agree with the Chief to put him back in patrol.

CPO Santanelli-agree with the Chief, very difficult to get anything done with Covid and with possibly more officers going out I don't see an issue temporarily suspending my position.

David Bisto/John Duke motion to suspend the CPO position now and review at every meeting until things change. **Motion: 5:0**

9. Correspondence:

Letter from State Police regarding stipened

Letter from Seymour Strong thanking the department

Letter to DPW regarding stop sign on Rimmon Road and regarding painting of "do not block the box"

10. Other Business:

Commissioner Bitso-where are the personnel files for the department kept?

Chief Satkowski-they are in a locked closet off my office.

11. Commissioner Comments:

Commissioner Duke-wish everyone a Happy Thanksgiving, stay safe

Commissioner Kelley-Happy Thanksgiving, stay safe I know Covid is frustrating and thank you to everyone

Commissioner Bitso-Happy Thanksgiving weekend

Chairman Koskelowski-Happy Thanksgiving, enjoy the holiday, stay safe and healthy

Commissioner Bennett-Happy Thanksgiving to everyone

12. Union Business:

Chairman Koskelowski-letter submitted to the Board just before the meeting will discuss at the next meeting.

13. Executive session will not take place.

14. ADJOURNMENT: John Duke/Thomas Bennett motion to adjourn the meeting at 8:28 p.m.
Motion: 5:0

Respectfully submitted,



Caroline Spaulding
Recording Secretary