



**MINUTES OF THE SUFFIELD POLICE COMMISSION**  
**Police Headquarters - 911 Mountain Road, Suffield, CT 06078**  
**26 January 2022 - Regular Meeting**

**COMMISSIONERS:** Chairman Kenneth Pascoe, Vice Chairman Anthony Greco, Clerk Joseph Blake Jason, Trombly, and Kristina Hallett

**ALSO PRESENT:** First Selectman Colin Moll, Chief James Canon Jr., Captain Robert Palmer, and Recording Secretary Karen Doyon

**ABSENT:** Terrence Plakias

Chairman Pascoe called the regular police commission meeting to order at 7:00pm and recognized all commissioners and staff in attendance, including First Selectman Colin Moll.

**PUBLIC COMMENT:**

None

**LOCAL TRAFFIC AUTHORITY:**

Chief Canon reported that he is still waiting on a response from the Department of Transportation [DOT] regarding the Roadway Safety Device Request Form submitted by Michael Kudish and Jennifer Thompson at the 17<sup>th</sup> November meeting. Chief Canon stated that he would contact DOT to confirm that they have a correct contact email address.

**COMMUNICATIONS AND ANNOUNCEMENTS:**

Clerk Blake read for the record the following communication:

- 1) A letter was received from Executive Director Janet Frechette of the Suffield Community Aid, thanking the Suffield Police Department for being a holiday sponsor.

**PREVIOUS MINUTES:**

Chairman Pascoe asked for a motion to approve the special meeting minutes of September 28, 2021.

Clerk Blake made the motion to approve the submitted minutes of the special meeting held on September 28, 2021 with no changes, seconded by Commissioner Hallett. With no discussion, the motion carried with Commissioner's Pascoe, Greco, Trombly, Blake, and Hallett, 5-0-0 in favor.

Chairman Pascoe asked for a motion to approve the regular meeting minutes of December 15, 2021.

Vice Chairman Greco made the motion to approve the submitted minutes of the regular meeting held on December 15, 2021 with no changes, seconded by Commissioner Trombly. With no discussion the motion carried with Commissioner's Pascoe, Greco, Trombly, and Hallett, 4-0-1 in favor, Blake abstained [he was not at the meeting].

Chairman Pascoe asked for a motion to amend to minutes of November 17, 2021, under Correspondence and Announcements, number eight [8]. The minutes should reflect the following change: *"I would like to thank Officer Antrum for his thoughtful attention over the years at medical calls during my husband's illness, and during the funeral services..."*

Clerk Blake made the motion to amend the November 17, 2021 regular meeting minutes to reflect that the services rendered was for Pamela Baldini's "husband" not her father, seconded by Commissioner Greco. With no discussion the motion carried with Commissioner's Pascoe, Greco, Trombly, Blake, and Hallett, 5-0-0 in favor.

**DEPARTMENT / CHIEF REPORT FOR DECEMBER & JANUARY:** *[All reports are available on the Suffield.gov Website].*

**1. SRO Report – Submitted by Officer Thomas Kieselback**

- a) There were no comments from the Commission.

**2. Detective's Report – Submitted by Officer Thomas Kieselback**

- b) There were no comments from the Commission.

**3. Operations Report – Submitted by Lieutenant Ryan Burrell**

Lieutenant Burrell reported on the following:

**a) Arrests:**

- Eight [8] arrests in the last month: three [3] being domestic related, one [1] for driving under the influence, and one [1] for breach of peace.

**b) Burglaries/Larcenies:**

- Catalytic converter thefts are still on the rise.
- Thousands of dollars of lawn care equipment were stolen from Airways Golf Course, in addition, a residential garage was broken into, and again, thousands of dollars of lawn care equipment was stolen.
- Two mopeds were stolen from a residence in West Suffield.

**c) Sexual Assault Investigations:**

- Detective St. John is currently waiting for a warrant to be returned from court for a sex assault case.

**d) Internet Crimes/Scams:**

- There have been a large number of internet / phone scams in the last month. Officers responded to ten [10] domestic violence related calls, and last month Officers responded to multiple mental health related calls, completing ten [10] Emergency Examination Requests.
- Discussion followed regarding the imbedded clinician from Community Health Resources [CHR]. Chief Canon reported that the clinician who provided behavioral health services under the Substance Abuse and Mental Health Services Administration [SAMHSA] has retired from her position. Additional discussion ensued regarding her placement.

**e) Equipment Update:**

- Lt. Burrell gave a detailed report on current, and future fleet vehicles, and on current repairs and maintenance for the older / higher mileage vehicles.
- Chief Canon reported that the upcoming ACCE meeting will take place on 1/27/2022 to request three [3] additional cruisers; one being an administrative vehicle.

**4. Administration Updates – Submitted by Captain Robert Palmer**

Captain Palmer reported on the following:

**a) Communications:**

- A dispatch candidate has been provided a conditional offer and currently being progressed through the background investigation at this time.

**b) Training:**

- Within the Agency: there are fourteen [14] Officers up for POSTC Recertification. Nine [9] were deferred by POST from June of 2021 to June 2022. Five [5] are scheduled for June of 2022. Captain Palmer's goal is to get training back on a continual training cycle of one-third, one-third, one-third, instead of two-thirds in the next three years.
- Probationary Officer Donnelly is doing an outstanding job working solo patrol duties on the Midnight Shift.

**c) Animal Control:**

- ACO Selig is an outstanding individual, everyone he comes into contact with, says extremely good things about him. Captain Palmer attested that ACO Selig proves to be a good firearms instructor.
- There is movement with compensation for the use of River Valley Animal Hospital, as the Town's impound center. Chief Canon gave an explanation.

**d) Police Development:**

- Power DMS is the vehicle being used to post policies, and promulgate new policies while working with the Daigle Law Group. Chief Canon, Captain Palmer, and Lt. Burrell have streamlined the process in which they will be reviewing the policies. Captain gave an explanation of how that process will work going forward.
- "Statewide model policies continue to be adjusted through the legislature and the Police Accountability Act, and the department will be making the necessary adjustments to our own policies to remain consistent with the POST-C requirements."

**e) Records Management:**

- This position dovetails to Power DMS in the accreditation standards that we have to meet. Palmer reported that the current IMC platform is cumbersome, and dated, "It's not functional in terms to pull out data and provide information to the field, or to people who request it"...

**f) Computer Aided Dispatch [CAD]/Recording Management System [RMS]:**

- ...a move to Nexgen would solve these issues that we have with the IMC platform, in addition, provide for more linked support with the State of CT Agencies. Discussion ensued regarding the company Nexgen, funds, maintenance agreements, and other emergency management support within the Town.

**g) Police Accountability Act Issues:**

- Body and dash mounted cameras have been in use and is complete with regard to installation and training. We continue to wait for partial reimbursement from the State.
- This Department is already in compliance with law enforcement standard practices. This Agency is at the first level of standard. Proof of completion remains.

- POST is asking for a high level of accreditation to be accomplished by 2024. The most reachable for this Department is the POST level. *A more detailed explanation can be found attached to the Police Commission Meeting Agenda/Supporting Documents [Report from Captain Robert Palmer] located on the Suffieldct.gov website.*
- There are three hundred twenty-seven total POST standards:
  - i. Tier one [lowest level] has a total of one hundred twenty-six standards.
  - ii. Tier two there are eighty-three standards.
  - iii. Their three [highest level] adds another one hundred-eighteen standards.

By the year 2024 all three tiers should be complete. In the year 2025, the Act calls for CALEA Accreditation [if Legislation doesn't yield].

- Lengthy discussion ensued regarding information on the CALEA process by Chief Canon and Captain Palmer.
- Captain Palmer is seeking POST certified trainers from in-house to: a) help defray the cost of sending an officer to training when it can be done in-house, b) training will go towards hours that are required.
- To maintain POST re-certification: Effective this year, all Officers who will undergo POST re-certification will also be required by to undergo Urinalysis testing.
- To maintain POST re-certification: Twenty percent of the Agency over a five-year span, will undergo Mental Health Assessments on a continuing bases.

**5. Commission Meeting Report/Police Budget and ACO Report – Submitted by Chief James Canon**

Chief Canon reported on the following:

**a) Budget Highlights:**

- In the recent police arbitration award, retroactive payments for the past three years were made. Salaries were not entirely budgeted for this payout amount in FY21/22. Moving forward, in order to address the overage Chief Canon will be requesting additional contingency funding from the BOS/BOF.
- Firearm update: Chief Canon will be requesting money from the BOS/BOF for additional contingency funding in order to address overage for the purchase of 9mm ammunition. Money collected from the .40 caliber ammunition when sold was placed in the Town's general fund and not returned directly to the police budget, in order to pay for the new 9mm ammunition.
- Rates for gasoline and electricity is projecting higher than expected.
- ACO budget is on track, however there will be a run-over in the salary/benefit line item.

**b) Other Board/Committee Meetings:**

- A BOS meeting was attended by Chief Canon and Captain Palmer to present an alternative schedule than the one awarded through the

arbitration. Chief Canon gave an overview of the proposed changes. *[A more detailed explanation can be found attached to the Police Commission Meeting Agenda/Supporting Documents [Report from Chief Canon] located on the Suffieldct.gov website.*

**c) Contract Negotiations:**

- The Police Contract, Town Hall Contract, and Dispatcher Contract are set to expire in June 2022.

**d) Grants:**

- Still waiting for grant funds for dash and body cameras to arrive.
- The CRF grant related to community education, investigation, and additional patrol related to auto theft has been submitted to the State. We are waiting for the funds to arrive.
- This Agency recently applied for a \$20,000 JAG grant. The award will take place in February.

**e) FY22-23 Budget:**

- The new F/Y budget for 2022-2023 was prepared and submitted on January 6, 2022 as requested by First Selectman Colin Moll, with a four [4] percent increase related to salary and benefits.
- Discussion followed with regards to evaluations for the Lieutenant, Sergeants, and Officers.

Clerk Blake made the motion to accept the Department / Chief Reports as submitted, seconded by Commissioner Hallett. With no discussion the motion carried with Commissioners Pascoe, Blake, Greco, Trombly, and Hallett 5-0-0 in favor.

**Old Business:**

- a) **Dispatcher Update:** This item is a carry-over from the earlier discussion.
- b) **Town Traffic Committee Update:** This item is a carry-over from the earlier discussion.
- c) **Fire Commission Supplemental First Responder Update:**
  - Captain Canon reported that he had a meeting with Chief Spencer and Chief Flynn today. The result was that a new committee be established: two people from the Fire Commission, two from the Police Commission, and two from the Ambulance Board. The committee would meet and discuss the Supplemental First Responder proposal for emergency medical response.
  - Discussion followed with regards to the proposed policy, the purpose for the proposal, and emergency response to medical calls by firefighters. The Police Commission agreed not to move forward until Chief Canon had time to review the said proposal.

**New Business:**

**a) Civilian Review Board Training for Commissioners:**

- The Spector Group [Elliot Spector] created a program to specifically train Police Commissions and Review Boards as a result of the Police

Accountability Bill. If the commission members are interested in attending, Chief Canon will provide training dates when they are available. Discussion ensued.

**b) Discussion on Outside Duty Rate Change:**

- Chief Canon gave an explanation of fees paid for service for Off-duty service when needed by outside and Town vendors. The new rates are identified as an increase from \$100 to \$110, with a cruiser.

Commissioner Trombly made the motion to increase the Off Duty Rates from \$100 to \$110 with a cruiser, seconded by Clerk Blake. Discussion followed. Vice Chairman Greco asked if the increase was enough. It was reported that the Off-duty rates have not increased since 2017.

*The motion was amended as follows:*

Commissioner Trombly made an amended motion to change the Off-duty rate from \$100 to \$115 with a cruiser, and \$80 to \$95 Off-duty rate without a cruiser, seconded by Clerk Blake. With no further discussion the motion carried with Commissioners Pascoe, Greco, Trombly, Blake, and Hallett 5-0-0 in favor.

Chief Canon asked the Board for clarification on how to process any new policies that need to be approved by the Commission. It was agreed that the Chief to move forward with publishing, meanwhile email the policy to each Commission member for review. Chief gave a detailed explanation of the process before the Commission would review any new policies.

**c) Daigle Study Recommendation Update & Discussion:**

- Prior to the meeting Staff provided an "SPD Action Plan" to each Commissioner, delineating the thirty-five plus recommendations from the Daigle Study. Chief Canon gave an overview of each section, answering questions as he went through the review.
  - i. Section [i.e., Department Morale, Organizational Structure, Patrol Staffing etc.]
  - ii. Recommendation [Explanation of such]
  - iii. Priority [High, Medium, Low]
  - iv. Status [In Progress, Complete, Deferred etc.]
  - v. Start Date
  - vi. Due Date
  - vii. Completion Date
  - viii. Actions Taken
  - ix. Next Steps
  - x. % Complete, and
  - xi. Notes

**Chairman's Update:**

Chief Canon stated that he would be ready by February to provide Chief and Department goals to the Board. Clerk Blake recommended adjusting the timeline and documents [five pillars of building a department]. Once established the idea would be the same for the Captains position, and eventually the Lieutenant's position. The metric for the Chief would provide a written narrative with an evaluation.

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Date: 01/26/2022

An invitation was extended to the Commission members for visits to the Agency, and for ride-a-longs' with an Officer. The idea is to better understand the day-to-day operations of the department, and develop relationships between the Officers and Commission members. Discussion ensued.

**Adjournment:**

With nothing further, Clerk Blake made the motion to adjourn the January 26, 2022 regular Suffield Police Commission meeting at 9:27pm, seconded by Vice Chairman Greco. Motion carried unanimously 5-0-0.

Respectfully, submitted by,  
Karen M. Doyon  
Recording Secretary