

PORTSMOUTH POLICE COMMISSION
MINUTES OF THE MARCH 23rd, 2021 POLICE COMMISSION MEETING

5:00 p.m. Public Session – Eileen Dondero Foley Council Chambers

***Remote Meeting via Zoom Conference Call**

Stefany Shaheen, Chair
Joseph Onosko, Commissioner
Thomas Hart, Commissioner

- I. **CALL TO ORDER:** Chairperson Stefany Shaheen called the meeting to order at 5:06 p.m., following the non-public session. (A full recording of this meeting is available on the City's website & City's Youtube Channel.)

*The Commission took a moment to acknowledge the violent acts that occurred in Boulder, CO, and Atlanta, GA. To honor those who lost their lives, the Chair asked for everyone to join her in a moment of silence. The Chair thanked Chief Mark Newport and City Manager Karen Conard for denouncing the hate crimes made against the AAPI community. The Chief & City Manager's joint statement can be found in the newspaper and on the PPD Facebook page.

Present: Commissioners Shaheen, Hart and Onosko, Chief Mark Newport, Admin. Manager Karen Senecal, Exec. Assistant Jackie Burnett, members of the Department and the public.

- II. **PLEDGE OF ALLEGIANCE:** Jackie Burnett led the Pledge of Allegiance.

- III. **ACCEPTANCE OF THE MINUTES:** February 23rd, 2021

Action: Commissioner Hart moved to accept the minutes of the February 23rd, 2021 Police Commission Meeting as drafted.

Seconded by Commissioner Onosko.

On a unanimous roll call vote 3-0, motion passed.

- IV. **PUBLIC COMMENT:**

There being no one wishing to speak, Chairperson Shaheen closed the public comment section.

V. UNFINISHED BUSINESS: None.

VI. NEW BUSINESS:

A. POLICE COMMISSION:

1. Sergeant Promotions

Chief Newport reviewed the promotion of Brian Houde to Sergeant, effective immediately, and Jordan Wells, effective April 4, 2021.

2. Detective Promotion

Chief Newport reported that Matt Young was recently promoted to Detective, effective April 5, 2021.

Along with these promotions, Chief Newport outlined the various transfers that have also occurred internally in the last month.

a.) Lt Kinsman transferred from Professional Standards to ICAC Commander

b.) Lt. Keaveny transferred from the Patrol Division to Professional Standards; and

c.) Sgt. Benson transferred from the Patrol Division to the Detective Sergeant role in the Investigative Division.

The Chair stated that she is always very impressed with the credentials, experience and commitment of the staff at the PD.

Commissioner Onosko added that level of commitment, thoughtfulness, innovation – always looking at ways to move the department forward – are some of his take-aways.

Commissioner Hart acknowledged the talent and ambition of those seeking promotion within the department.

The Commission congratulations Sgt. Houde, Sgt. Wells and Det. Young on their promotions!

3. Facilities Update

The Chair noted that the City Council met last night to approve the CIP to allocate funding. We thank the Council for offering resources to bandage the current police building and committing to future planning of the department. Commissioner Onosko commented that there is full commitment with the Council to provide a safe work environment for police employees. We can move forward with an analysis of the police department. Although we didn't get the \$2.8M, we did get \$1.4M approved for a needs/space assessment to support the department's future goals. Commissioner Hart

mentioned that this commitment by the City Council helps with morale.

Chief Newport reported that we're moving forward with the current remediation project on the 2nd floor. We're wrapping up plumbing issues on the first floor. The City Council, City Manager and Public Works have been very supportive in our efforts to fix major issues with the building/work environment. The Commission commended city staff, the City Manager and DPW Director Peter Rice for their ongoing support.

4. Community Forum Update

The Chair recapped the reason for the continuation of the Community Forum. She reported on the CAHOOTS model, a way of diversifying response teams. Chairperson Shaheen and Stephanie Hausman spoke with the CAHOOTS leader from Eugene, OR, PD to learn what has worked for them.

Commissioner Onosko reported on the importance of enhancing of department's data-gathering and analysis capabilities.

Chief Newport discussed where the police department is at in the process of procuring a new CAD/RMS system. An RFP is in its final stages, thanks to Business Manager, Karen Senecal and help from IT Manager, Daisy Lavoie.

5. Budget Update

Karen Senecal reports that the FY'22 budget preparation, with all promotions and transfers, needs to be finalized and sent in to City Finance by the end of this week. We anticipate the salary/benefits line to go down. We expect other operating expenses to increase due to the upgrade of the City's email system, as the City noted that the PD will have to contribute to the cost to cover our end of access.

Commissioner Onosko asked, in reference to the CAD/RMS system, what's the timeline with the vendor to build and implement? Karen answered that we initially thought \$500k would cover the cost of a new system. We later learned it'll be closer to \$900M for that program. Initially, we have \$100k approved and set aside to start. This year we were approved for an additional \$50k. We'll amortize that through a five-year period with the vendor. We can go to them with a front payment of \$150k. Starting July 2021, we'd put forward \$250k per year. This has been in the CIP and they are aware that this cost is coming down the pipeline.

Once RFP is done, we put it into the City's bid format and send it out. City Legal suggested we select three vendors and those three vendors will compete. We'll give them a month or so to respond. Anticipating the RFPs to be returned to us by May 2021. An internal committee will review them for selection. We're looking at the beginning of June for a final contract. It could take 8-9 months to migrate data from the old system to the new one. Chief Newport says 18 months by the time we sign the contract is an estimated timeline. The Chair suggested, from experience, that the selection process of such a crucial public safety system should not be rushed. Time for training should also be factored into the implementation process.

B. CHIEF OF POLICE:

1. Employee Recognition

- a. Chief Newport described a call for service in which there was an intoxicated wrong-way driver on I-95 in Portsmouth. Sgt. Kiberd and Officer Laurel Fisher successfully stopped the driver and took her into custody. The officers' actions, without a doubt, saved the lives of the wrong-way driver and those that were on the highway during the incident. Both officers will be honored with a Life Saving medal and pin for their courageous efforts that day. The Commission sends their appreciation and congratulations to Sgt. Kiberd and Officer Fisher.

2. Retirements

- a. Kristyn Bernier – 26+ years of service, retired as a Detective
- b. Christopher Roth – 30 years of service, retiring as a Sergeant on April 1st, 2021.
The Commission collectively thanked both Det. Bernier and Sgt. Roth for their dedicated years of service.

3. Grants & Donations

- a. Grant for \$26,025 has been awarded to Portsmouth Police Department from the Federal FY'21 Violence Against Women Act.

Action: Commissioner Hart moved to accept the \$26,025 grant for the FY'21 Violence Against Women Act and forward to the City Council for their action.

Seconded by Commissioner Onosko.

On a unanimous roll call vote 3-0, motion passed.

- b. Donation for \$150.00 in honor of long-time Portsmouth resident, Vernon Boardman, from his close friends, earmarked for Community Outreach.

Action: Commissioner Hart moved to accept the \$150.00 donation, earmarked for Community Outreach

Seconded by Commissioner Onosko.

On a unanimous roll call vote 3-0, motion passed.

Chair Shaheen acknowledged the outpouring of support for Vernon – he was clearly loved by many.

4. Accreditation Update

Jackie Burnett reported that there is new oversight of the Accreditation Program. Lt. Dave Keaveny has transferred into the Professional Standards Unit and will supervise the Accreditation Manager position.

Along those lines, the department has hired a new Accreditation Manager. Keri will start on April 12th, 2021 and brings with her accreditation experience and a wide skill set that will greatly benefit the department.

Annual statistics have been compiled by the Accreditation Team and shall be reported to CALEA through CIMRS (CALEA Information Management Reporting System). The statistics are due prior to our annual file review this May, so we are ahead of schedule.

Jackie has been working to create a succession plan for the Accreditation Manager position to facilitate the training process for anyone new to the role. This will provide Keri with a clear roadmap to get started.

5. Monthly Traffic Stats

Chief Newport reported that with the weather starting to improve, the department is seeing more motor vehicle activity. Commissioner Hart recalled seeing the number of people downtown increase. It's nice to see officers walking around the downtown area. With another season of outdoor dining comes an uptick in activity downtown. The police department is ready. Commissioner Onosko mentioned the department will be monitoring motorcycle noise/loud mufflers. Chief Newport mentioned that Sgt. Kiberd is working to add more members to the Motorcycle Unit and planning activities for motorcycle enforcement.

6. Financial Report – Karen Senecal

We're 70% through the fiscal year and about 7% below the cap for where we should be this year. Preliminary end of year projection:

we're going to be in the black (savings in salaries offsets overage in OT). The Chair asked Karen about Covid-relief funds. Karen reported that we submit FEMA requests every month and are able to report how much FEMA money has been allocated. Chairperson Shaheen explained that when the PD gives money back it may appear that they don't need that money, when in reality that's not the case every year. Karen outlined a March meeting between the PD and Councilors Kennedy and Huda about the proposed FY'22 budget and why some lines look the way they do and explain why we have surpluses. We are planning on bringing that up during our work sessions with the City Council. The Chair addressed the budgetary impact of having our officers, who are members of the National Guard, deployed and personnel impacts when Covid quarantining is necessary.

Chief Newport outlined the various reasons why the department is understaffed.

Commissioner Onosko asked whether there are any more funds for us to look into. The Chair explained what is in the Governor's budget for the upcoming fiscal year.

a. Strategic Plan

In progress – We are beginning to schedule meetings with Division heads in the coming weeks to update the plan based on their current needs and the previous year's accomplishments. Meetings will wrap up by April 7th – the Police Commissioners will get a draft of the plan before it's submitted to the City.

b. Grant Applications Update

c. Facilities Report

See above – “New Business” of the Police Commission, #3.

VII. PATROL DIVISION:

A. This report was included in the 3-23-21 commission meeting packet.

VIII. COURT OFFICE REPORT:

A. This confidential report was included in the 3-23-21 commission meeting packet.

IX. MISCELLANEOUS/OTHER BUSINESS: None.

X. NEXT REGULAR MEETING:

The next regular Commission meeting is scheduled for Tuesday, April 20th, 2021 via Zoom, with the public session beginning at 5:30 p.m.

XI. MOTION TO ADJOURN:

There being no further business before the Commission, the Chair asked for a motion to adjourn.

Action: Commissioner Onosko moved to adjourn the meeting at 5:46 pm.

Seconded by Commissioner Hart.

On a unanimous roll call vote 3-0, motion passed.

END OF MEETING

5:46 pm

Jackie

Respectfully Submitted By Jacqueline Burnett, Executive Assistant

Reviewed By Commissioner Hart, Clerk of the Commission

Tom Hart