

PORTSMOUTH POLICE COMMISSION
MINUTES OF THE FEBRUARY 15TH MEETING

Noon (Non-Public) 1:00 PM (Public)
Portsmouth Police Department - Wm. D. Mortimer Conference Room

John D. Kelley, Chairman
William F. Devine
Gerald W. Howe

- I. **CALL TO ORDER:** The Chairman called the public session of the February 15th monthly Police Commission Meeting to order at 1:04 PM. (*One cassette tape documenting this meeting is on file for reference*).

Action: Commissioner Devine moved the commission adjourn from non-public session and re-enter public session..

Seconded by Commissioner Howe.

On a Roll Call Vote: The board voted unanimously to move to public session at 1:04 p.m.

Present during public session: Commissioners Kelley, Devine, and Howe, Chief Michael Magnant, Deputy Chief Dave Young, Liquor Enforcement Investigator Steven Lee, Councilor Harold Whitehouse, Foster's reporter Doug Guarino, Budget Coordinator Karen Senecal, Various members of Admin. and the Patrol Division, Executive Assistant Kathe Hoyt

- II. **PLEDGE OF ALLEGIANCE:** Deputy Chief Young led the assembly in the Pledge of Allegiance.

III. **ACCEPTANCE OF MINUTES:**

Action: Commissioner Howe moved the Board accept the minutes of the meeting held on January 18th, 2005.

Seconded by Commissioner Devine.

On a Roll Call Vote: The Board unanimously voted in favor of the motion to accept the minutes and place them on file.

Action: Commissioner Howe moved to suspend the published agenda and go directly to **V. Section B, Item 1.**

Seconded by Commissioner Devine.

On a Roll Call Vote: The Board voted unanimously to suspend the published agenda and move directly to the Letter of Recognition under the Chief's report.

B. CHIEF'S REPORT:

1. Letters and Certificates of Recognition and Appreciation

Letter of recognition to liquor Enforcement Investigator Steven Lee for the tremendous asset he has been to our patrol and detective divisions during his tenure in Rockingham County. Investigator Lee has been promoted and will be leaving the area to become the supervising sergeant of the Northern Team.

Action: Commissioner Howe moved the commission return to the published Agenda.

Seconded by Commissioner Devine.

On a Roll Call Vote: The board voted unanimously to return to the published agenda.

IV. UNFINISHED BUSINESS:

Action: Commissioner Howe moved to release the remaining portion of the Universal Hiring COPS Grant funds and return them to the Department of Justice.

Seconded by Commissioner Devine.

On a Roll Call Vote: The board voted unanimously to release the unused portion of the COPS Universal Hiring Grant funds.

V. NEW BUSINESS:

A. POLICE COMMISSION:

No personnel items that require action.

Action: Commissioner Howe moved to re-allocate '05 budget funds as per the published schedule.

Seconded by Commissioner Devine.

On a Roll Call Vote: The board voted unanimously to re-allocate '05 budget funds as per the published schedule.

Action: Commissioner Howe moved to accept a new outside work billing rate of \$41.50 per hour, effective July 1, 2005.

Seconded by Commissioner Devine.

On a Roll Call Vote: The board voted unanimously to accept a new outside work billing rate of \$41.50 per hour, effective July 1, 2005.

B. CHIEF'S REPORT:

2. Financial Report

Budget Coordinator Karen Senecal indicated that we should be at about 57% expended and we are tracking at about 55% expended. Summaries and line items were reviewed. Chairman Kelley asked about the upgrade needed on several of the office computers to replace Windows 98 with Windows 2000. Ms. Senecal indicated this was a cost item in the current budget. The Chairman asked if this outdated software was affecting the cruiser laptops and Karen indicated it was not.

3. Grants and Donations

- a. A donation in the amount of \$500 was received from CrimeStoppers by the Bureau of Investigative Services. The donation will go towards the upgrade of camera equipment needed for crime scene response.
- b. A donation in the amount of \$75 was received from Ms. Mary Jean Champlin to the Portsmouth Police Honor Guard.
- c. A donation in the amount of \$25 was received from Mrs. P. Cashman to the Portsmouth Police Honor Guard.

Action: Commissioner Howe moved to accept each of the above donations and forward to the City Council for acceptance.

Seconded by Commissioner Devine.

On a Roll Call Vote: The board voted unanimously to accept the donations listed above and forward to the City Council for action.

4. Division and Team Reports

- a. Information Systems
- b. The Honor Guard Report
- c. Records Division Report

Action: Commissioner Howe made a motion to accept the Division and Team reports as presented and place them on file.

Seconded by Commissioner Devine.

On a Roll Call Vote: The Board voted unanimously to accept the Division and Team reports and place them on file.

5. Letters of Thanks and Appreciation from Outside the Department

A letter of praise and appreciation from Ms. Karen McCarthy for her experiences during a ride-along on the evening shift with Officer Rob Munson. Ms. McCarthy was very impressed by the professionalism, kindness, and commitment to the Portsmouth community that she observed while accompanying him through his shift on the street. In her letter, Ms.

McCarthy said she was impressed with Officer Munson's commitment to strengthen our community through prevention. She said she now understands a bit more about the unique nature of police work and the dedication she observed in the officers on the shift.

C. PATROL SERVICES BUREAU:

1. Log Activity Reports

Chairman Kelley asked how call volume was tracking compared to last year. The Chief indicated we are usually around 39,000 for police and an additional 10% for fire, and that statistic is more or less holding.

Weapons report – As requested at the January meeting, Deputy Young briefly reviewed a report which gave a breakdown of nature and type of weapons offenses.

2. Emergency Communications Center Report

3. FTO Report

4. Auxiliary Monthly Activity Report

Commissioner Devine asked what the maximum authorized compliment of Auxiliaries was. The Deputy indicated it was 28 officers, and we are currently at 25.

5. Officers Out Sick or Injured

6. Special Events in the City

D. CITY PROSECUTOR REPORT

E. BUREAU OF INVESTIGATIVE SERVICES

VI. MISCELLANEOUS OTHER BUSINESS - None

VII. MOTION TO ADJOURN

There being no further business before this Commission,

Action: Commissioner Devine moved the February 15th meeting be adjourned.

Seconded by Commissioner Howe.

On a Roll Call Vote: The Board unanimously voted in favor of the motion at 1:25 P.M.

VIII. NEXT MEETING: *Scheduled for Thursday, March 24th, 2005*

Respectfully Submitted By Kathleen Hoyt, Administrative Aide

Reviewed By Commissioner Gerald Howe, Clerk