

February 16, 2016

The Nashua Police Commission held a public meeting on Tuesday, February 16, 2016, at the Nashua Police Department.

**Members present:**

Commissioner James R. Tollner, Chairman  
Commissioner Nicholas Dahl, Clerk  
Chief Andrew J. Lavoie  
Deputy Chief Michael Carignan  
Deputy Chief Denis Linehan (not in attendance)  
Karen Smith, NPD Business Manager  
Elaine Marcum, Administrative Project Specialist (acting as recording secretary)

**Others Attending the Public Session:**

Alderman Lori Wilshire  
Citizen Jeff Kleiner

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**PUBLIC SESSION**

Commissioner Tollner called the meeting to order at 6:00 p.m.

**MINUTES:**

- January 19, 2016

**MOTION:** Commissioner Dahl made a motion to approve the minutes of the January 19, 2016, meeting. Motion seconded by Commissioner Tollner. All in favor.

**BUDGET:**

Business Manager Karen Smith provided the Commissioners with the following reports for their review. Ms. Smith discussed the following:

**Department Detail Expenditure Report FY2016:**

The Commissioners were provided with the Department Detail Expenditure Report as of month-end January 31, 2016.

**Department Detail Revenue Report FY2016:**

The Commissioners received a copy of the January 31, 2016, Revenue Report. Commissioner Tollner inquired into the recent Federal decision regarding not releasing forfeiture funds to agencies. Karen Smith responded that any Federal forfeiture funds received would fall under Special Revenue, not Department Revenue. Chief Lavoie stated that he recently spoke with Senator Shaheen who is confident that NPD will receive any Federal forfeiture funds that were in the pipeline prior to the new Federal decision; however, she is not sure about receiving any future funds. In addition, State forfeiture funds are different from Federal forfeiture funds and it is not looking good for NH law enforcement regarding receiving any State funds.

**FY2016 Weekly Payroll Overtime:**

The overtime has increased and has been averaging \$36,433 per week during the month of January due to increased coverage and investigations. However, given the number of vacancies, there has been payroll savings throughout the year offsetting the overtime.

**FY2016 Overtime Tracking by Specific Case or Significant Occurrence:**

The Commissioners received a copy of the FY2016 Monthly Overtime Tracking by Specific Case Number or Significant Occurrence report showing the overtime cost for recent major cases and or significant occurrences. This month's overtime included an SRT activation and SRT training, Dive call out, Critical Incident Management Team training, Evidence Room clean out, FTO overtime, snow removal, Secret Service Trump Campaign overtime, and miscellaneous case investigations. The Department does not receive reimbursement for assistance given to the Secret Service.

**Payroll Graphs FY2013 – FY2016:**

The Commissioners received graphs comparing fiscal years 2013 through 2016 overtime expenditures. The graphs show that the first quarter of FY2016 overtime was in-line with the budget. The second quarter had an increase due to an increase in December for coverage and investigative overtime. January overtime is still higher but came down a little from December.

**Payroll Cost Analysis and Forecast:**

Karen updated John Griffin's Payroll form to show how we anticipate the rest of the year to go based on overtime of approximately \$35,000 per week. We estimate that there could be a negative balance up to (\$175,218) until the City transfers funds into our budget to cover the balance of the retirements that were paid out. We expect the payroll account to be close to depletion.

**Strength Report:**

The Commissioners received a copy of the January 2016 Strength Report.

| <b>January 2016</b>       | <b>Commission Authorized</b> | <b>Budgeted</b> | <b>Positions Filled</b> | <b>Vacant Budgeted Positions</b> |
|---------------------------|------------------------------|-----------------|-------------------------|----------------------------------|
| Total Sworn Full-Time     | 185                          | 178             | 172                     | 6                                |
| Total Sworn Part-Time     |                              | 1               | 1                       | 0                                |
| Total Non-Sworn Members   | 6                            | 6               | 5                       | 1                                |
| Total Part-Time Civilians | 8                            | 6               | 6                       | 0                                |
| Total Full-Time Civilians | 69                           | 60              | 58                      | 2                                |
| Total Grant Civilians     | 1                            | 1               | 1                       | 0                                |
|                           |                              |                 |                         |                                  |
| <b>TOTAL:</b>             | <b>269</b>                   | <b>252</b>      | <b>243</b>              | <b>9</b>                         |

**MOTION:** Commissioner Tollner made a motion to approve the budget report. Motion seconded by Commissioner Dahl. All in favor.

**ACTIVITY REPORT:**

***Verbal report by Deputy Chief Michael Carignan:***

During the past weekend, we investigated reports of 23 mailboxes being destroyed on Marie Avenue. The suspects, who were all minors, were tracked down and arrested.

There continues to be a drug problem in the City.

- Nashua has had 48 cases of heroin overdoses thus far in 2016 compared to 8 heroin overdoses for the same time period in 2015.
- There have been 3 heroin overdose deaths thus far in 2016 compared to 2 heroin overdose deaths for the same time period in 2015.

The Traffic Unit has been assisting the POP Unit with drug-related incidents. The Chief and Deputy Chief are considering adding overtime shifts to help combat the current drug problem in the City. It should be noted that Fentanyl (which can be absorbed through the skin) can also be a danger to officers when handling the drug during an arrest. Chief Lavoie will consider stocking Narcan should an accidental Fentanyl absorption by a police officer occur.

Deputy Carignan reported that we continue to have an increase in reports from DCYF due to a change in their reporting policy. Due to large caseloads for Detectives, Uniform Field Operations Bureau officers will now be the first responder for initial DCYF reports. The Patrol officers, when warranted, will refer any case needing additional investigation to Detective Bureau for furtherance.

The Supervisor’s contract is on the Budget Review Agenda for Thursday evening.

Deputy Carignan reported that the Department is working on a two new community policing projects. The training will be offered to the Mayor, the Board of Aldermen, the Police Commissioners, and to the citizens of Nashua. The training will be free of charge.

1. “Civilian Response to Active Shooter and (TECC) Tactical Emergency Casualty Care”. This program will be offered free of charge to civilian citizens. As part of the classroom presentation on “Civilian Response to Active Shooter,” attendees will learn about proven options and strategies that can be employed in an active shooter/active threat situation to increase survivability during the timeframe that exists between when an active shooter situation starts and when the police arrive. During the “Emergency Casualty Care” portion of the training, attendees will receive classroom and hands-on instruction in specific bleeding control techniques which have proven to be effective during active shooter/active threat situations. The topics of tourniquets, pressure bandages, chest seals and other emergency casualty care treatments will be covered.
2. The Training Division, in conjunction with Nashua RED Committee, is rolling out a one hour class for juveniles on Effective Youth Interaction with Police. It is based on a training program started by the State DMC Committee, specifically the Manchester RED Committee. It includes a role reversal scenario where kids experience being police officers and why police officers do the things that they do.

**MOTION:** Commissioner Tollner made a motion to accept the activity report. Motion seconded by Commissioner Dahl. All in favor

**CORRESPONDENCE FROM THE PUBLIC & OTHER AGENCIES:**

The Chief gave the Commissioners an overview of the letters of appreciation received from the public and other outside agencies.

**MOTION:** Commissioner Dahl made a motion to accept the correspondence and place on file. The motion was seconded by Commissioner Tollner. All in favor.

**AWARDS:**

For the record, the following Nashua Police Officers have received or will be receiving awards in the upcoming weeks:

***Commendation Bar for Distinguished Unit Action: Ernesto Rivero case 2013.***

- Lieutenant Craig Allard
- Detective Eric Boutwell
- Detective Daniel Hodges
- Detective Nicole Hannigan
- D/V Victim Advocate Jennifer Dickinson

**Commendation Bar for Distinguished Unit Action: Brielle Gage homicide case.**

- Captain David Bailey
- Lieutenant Kerri Baxter
- Lieutenant Robert Page
- Sergeant Patrick Hannon
- Sergeant Michael Welch
- Sergeant Clark Gaphardt
- Detective Aaron Belanger
- Detective Ryan Jones
- Detective Matthew Allen
- Detective Ty Kucharski
- Detective Christopher Caron
- Officer Ross Desmet
- SID Secretary Heather Jorgensen
- Lieutenant Craig Allard
- Lieutenant Kevin Rourke
- Sergeant Jennifer Greene
- Sergeant Matthew Difava
- Sergeant Timothy MacIsaac
- Detective Eric Boutwell
- Detective Matthew McConnell
- Detective Ryan Rooney
- Detective Nicole Hannigan
- Detective Daniel Ostler
- Detective Daniel Archambault
- Officer Josue Santiago
- D/V Victim Advocate Jennifer Dickinson

**Exchange Club Officer of the Year 2015:**

- Officer David Elliott

**C.A.L.E.A. DISCUSSION:**

In December of 2015, the Nashua Police Department underwent its three-year C.A.L.E.A. reaccreditation process which included an on-site inspection, a review of our policies and procedures, a review of the 484 accreditation standards, and a public hearing. At the end of March, Chief Lavoie and the Accreditation Team will go before the C.A.L.E.A. Board of Commissioners for the final oral board question/answer interview for the final accreditation approval. Commissioner Tollner suggested that, once the final accreditation is approved, Chief Lavoie prepare and give a short presentation to the Mayor and the Board of Aldermen.

**PUBLIC COMMENT:**

There were no public comments.

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**NON-PUBLIC SESSION**

**MINUTES NOT SEALED**

**PUBLIC SESSION INTO NONPUBLIC SESSION: 6:33 p.m.**

**Item #1:**

**MOTION:** Commissioner Dahl asked for a motion by roll call vote to suspend the public session and enter non-public session as authorized by:

**RSA 91-A:3, II (a).**

"The dismissal, promotion, or compensations of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted."

Motion by Commissioner Dahl, seconded by Commissioner Tollner. All in favor.

A roll call vote was taken:

- Commissioner Tollner – yes; Commission Dahl – yes

**Recommendation for Promotion to Sergeant: Detective James Stone (effective March 1, 2016).**

The Commissioners received a copy of Detective Stone's personnel history information for their review. Chief Lavoie gave the Commissioners an overview of Detective Stone's history and his recommendation for promotion to Sergeant.

**MOTION:** Commissioner Tollner made a motion to approve Chief Lavoie's recommendation and promote Detective James Stone to the rank of Sergeant effective March 1, 2016. The motion was seconded by Commissioner Dahl. All in favor.

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**NON-PUBLIC SESSION**

**MINUTES SEALED**

**Item #2:**

**MOTION:** Commissioner Dahl asked for a motion by roll call vote to continue the non-public session as authorized by:

**RSA 91-A:3, II (a).**

“The dismissal, promotion, or compensations of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.”

Motion by Commissioner Dahl, seconded by Commissioner Tollner.

*A roll call vote was taken:*

- Commissioner Tollner – yes; Commission Dahl – yes
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**NON-PUBLIC SESSION**

**MINUTES SEALED**

***Item #3:***

**MOTION:** Commissioner Tollner asked for a motion by roll call vote to continue the non-public session as authorized by:

**RSA 91-A:3, II (b)** “The hiring of any person as a public employee”

Motion by Commissioner Tollner, seconded by Commissioner Dahl.

*A roll call vote was taken:*

- Commissioner Tollner – yes; Commission Dahl – yes
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**END OF NON-PUBLIC SESSION:**

**MOTION:** Commissioner Tollner made a motion to end the non-public session and return to public session. Motion seconded by Commissioner Dahl.

**RETURN TO PUBLIC SESSION: 6:53 p.m.**

**MOTION TO SEAL RSA 91-A:3 III** Chairman Tollner asked for a motion to seal the following minutes of the Non-Public session as authorized by:

- **Item #2.** RSA 91-A:3, II (a) “Dismissal, Promotion, Compensation, Discipline, Investigation of any public employee...”
- **Item #3.** RSA 91-A:3, II (b) “The hiring of any person as a public employee”

**MOTION:** Motion by Commissioner Tollner, seconded by Commissioner Dahl, to seal the minutes of the Non-Public Session (#2 & #3) as authorized above. All in favor, motion carried.

Commissioner Tollner – yes; Commissioner Dahl – yes. Minutes sealed.

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**TENTATIVE DATE OF NEXT REGULARLY SCHEDULED MEETING:**

- Monday, March 21, 2016

**ADJOURNMENT**

**MOTION:** Commissioner Dahl made a motion to end the public session and adjourn the meeting. Motion seconded by Commissioner Tollner.

**Time: 6:55 p.m.**

Respectfully submitted,

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Commissioner Nicholas Dahl, Clerk