

July 15, 2014

The Nashua Police Commission held a meeting on Tuesday, June 17, 2014, at the Nashua Police Department.

Members present:

Commissioner Thomas A. Maffee, Chairman
Commissioner Robert E. Valade, Clerk
Commissioner Carl Andrade
Chief John Seusing
Deputy Chief Andrew Lavoie
Deputy Chief Christopher Peach (not in attendance)
Karen Smith, NPD Business Manager (not in attendance)
Elaine Marcum, Administrative Project Specialist (acting as recording secretary)
Captain George McCarthy

Others Attending the Public Session:

Alderman Lori Wilshire
Alderman Michael Soucy (not in attendance)

PUBLIC SESSION

Commissioner Maffee called the meeting to order at 6:02 p.m.

MINUTES:

- June 17, 2014

MOTION: Commissioner Valade made a motion to accept the minutes of the June 17, 2014, meeting as submitted. Motion seconded by Commissioner Andrade. Motion carried.

PUBLIC COMMENT:

There were no public comments.

BUDGET:

Chief Seusing reported that there are still some expenditures that will be coming out of the FY14 budget; however, he anticipates a year-end surplus of approximately \$63,000 which will go back to the city. This year we have seen a significant reduction in overtime coverage compared to last year. This can be attributed to being at full staff.

Business Manager Karen Smith was not in attendance; however, she did provide the following budget report.

Department Detail Expenditure Report FY2014:

Fifty two of fifty two payroll weeks have been processed or should be at 100% of the average appropriation. The budget report reflects that we are operating at 100.37% in the 51-Salaries and Wages account prior to the charge for the year-end partial week chargeback equal to an estimated \$40,000. With the chargeback, the percentage will be 100.61% or an overage of (\$102,000), which will be funded by a balance in the operational accounts. The total on the last page reflects a balance of (\$152,505) remaining, however this is not the final report as there is still a need for additional charges to be charged back when they are paid in July. Additionally, the 52-Fringe Benefits account will be balanced to zero for the FICA/Medicare and the Pension Expense accounts. The Benefits line 52300 has already received an adjustment to the account to balance the remaining account to zero.

Therefore, the current report's total amount of (\$152,505) will be changed to about (\$192,505) with the year-end partial adjustment, then the FICA and Pension accounts will receive a budget credit to zero them out leaving a balance closer to \$80,000 depending upon what additional charges need to be processed during July.

FY2014 Weekly Payroll Overtime:

The average weekly overtime for the month of June was \$23,575 down from May at \$26,914, but is still an increase from the \$20,000 we saw in the fall and in March and April. The first week paid in June included overtime in the amount of \$4,775 for the Memorial Day Parade. The second week included a higher volume of overtime for coverage, and the last week's overtime was elevated in the area of coverage and investigative overtime.

Overtime Coverage Multi-Year Comparison Report:

The multi-year coverage report for the month lists June 2014 at \$35,823. Prior year-end Fiscal 2012 coverage included a 6 week manpower allocation change made to assist in the overtime account coverage that fiscal year so the comparison to May 2012 cannot be made.

Payroll Costs Analysis:

This analysis was created by John Griffin and updated by Karen Smith. Karen updated the report with a weekly payroll of \$280,000 and the weekly overtime/per diem of \$26,000 for the remaining four payroll weeks of the fiscal year, which would leave a remaining balance in the range of (\$100,000) by year end in the payroll. The increase is due to investigative and coverage overtime in addition to funding \$57,000 for the Supervisor's contract.

This projection report reconciles to the June expenditure report for payroll. We anticipate the overage to be absorbed through the operational accounts. As was completed last year, CFO Griffin will document to the Board of Aldermen the plan for NPD operational budget surplus to cover the overage in the NPD Payroll accounts.

Overtime Tracking Report by Specific Case or Significant Occurrence:

The Commission received a copy of the report showing the overtime cost for recent major cases and robberies.

FY2014 Revenue Report:

The Commission received a copy of the June 2014 Revenue Report.

Strength Report

The Commission received a copy of the June 2014 Strength Report.

June 2014	Commission Authorized	Budgeted	Positions Filled	Vacant Budgeted Positions
Total Sworn Full-Time	185	178	177	1
Total Sworn Part-Time		1	1	0
Total Non-Sworn Members	6	6	5	1
Total Part-Time Civilians	9	6	5	1
Total Full-Time Civilian	68	62	58	4
Total Grant Civilian	1	1	1	0
TOTAL:	269	254	247	7

MOTION: Commissioner Andrade made a motion to accept the budget reports and place on file. Motion seconded by Commissioner Valade. Motion carried.

ACTIVITY REPORT:

Verbal report by Deputy Chief Andrew Lavoie:

Officers responded to the SNHMC Emergency Room regarding a two-year-old child with a head injury. The child was transported to Massachusetts General Hospital with a skull fracture caused when the child fell from a second story window at 39 Deerhaven Drive. SID furthered the investigation and it was determined that the incident was accidental.

There continues to be problems with heroin in the city. There were 63 heroin overdose related reports to date this year - 17 of which occurred in April. Five deaths were attributed to heroin and one death was attributed to prescription drugs. In all of 2013, there were a total of 48 drug overdose incidents.

On July 11, 2014, there was a report of armed robbery at Target in the south end. The suspect stole perfumes and colognes, and, when confronted, pulled out a box cutter. The suspect was able to escape but was located by police and charged with armed robbery.

Police are investigating a robbery, with a small kitchen knife, at Nellie's Market. The suspect took off with cash. There were no injuries.

MOTION: Commissioner Valade made a motion to accept the activity report. Motion seconded by Commissioner Andrade. Motion carried.

CORRESPONDENCE FROM THE PUBLIC AND OTHER AGENCIES:

The Commissioners received copies of letters of appreciation from citizens and from outside agencies

MOTION: Commissioner Andrade made a motion to place the letters on file and to extend to the letter recipients congratulations on behalf of the Police Commissioners. The motion was seconded by Commissioner Valade.

RETIREMENTS:

- Lieutenant Francis G. Bourgeois: Resignation effective September 1, 2014
- Master Patrolman Jane M. Constant: Resignation effective September 1, 2014

Chief Seusing plans on filling these two sworn positions and one other open sworn position that was vacated in June (for a total of three sworn position) sometime in August of this year.

MOTION: Commissioner Valade made a motion to accept the retirement of Lieutenant Francis Bourgeois and Master Patrolman Jane Constant effective September 1, 2014. Motion seconded by Commissioner Andrade. Motion carried.

CIVILIAN HIRE:

For the record, Brian Pinsonneault has been hired to fill the vacant civilian position of Probationary Communications Technician effective July 23, 2014.

UNIFORM FIELD OPERATIONS BUREAU (SECOND SHIFT) PRESENTATION:

Captain George McCarthy, second shift Uniform Field Operations Bureau Commander, gave the following presentation to the Commissioners regarding his shift.

Civilian Personnel:

Three Communications Technicians and two Dispatchers per shift, one Detention Specialist

2nd Shift Sworn Personnel:

One patrol Lieutenant, five patrol Sergeants, one POP Unit Sergeant, and 35 patrol officers.

- Most of the second shift officers have come off of 3rd shift or have been on 2nd shift for two to four years.
- Most officers stay on second shift for two to three years or until they can "bid" for a first shift position.
- The Senior Patrolmen and Master Patrolmen have five to seven years on the shift and most of these officers are a member of a specialty unit to include the Special Reaction Team (SRT), the Problem Oriented Police Unit (POP), the Bicycle Unit, the Motorcycle Unit, or the K9 Unit.

The officers are motivated and enthusiastic. They are very good at developing and sharing information with other officers in roll call and out on the street. Second shift has the highest number of arrests and much of the work is "reactive". These officers are our future detectives and sergeants. They are proud to be Nashua Police Officers. The officers also assist the POP Unit and Narcotics Intelligence Division when needed which exposes them to felony level paperwork, detective work, and prepares them for future lateral transfers to other bureaus. The POP Unit falls under the second shift Uniform Field Operations Bureau commander. Patrol officers also have some

flexibility with bike and walking routes. It is the shift Sergeants' responsibility to mentor the officers and to make sure they are following Standard Operating Procedures and completing proper reports. Sergeants also provide backup and act as a first responder when necessary.

The majority of work on second shift is a combination of reactive calls from our citizens and the proactive work that officers create through motor vehicle stops, subject stops, and DDACTS. A lot of the arrests on second shift are related to suspended licenses, drugs in motor vehicles, domestic assaults, stabbings, shootings, and failure to appear in court warrants. The shift lieutenant is responsible for managing the scheduling, assigning routes, and monitoring an officer's production.

The goal as the second shift commander is to ensure all officers follow Standard Operating Procedures, protocols, and safety practices. It is also important to develop strong community policing practices by knowing their assigned sector and the citizens within their working routes. They are also encouraged to consider a specialty unit assignment. Second shift officers also work as Field Training Officers for newer officers.

Commissioner Valade stated that we don't hear too much about prostitution in Nashua. Captain McCarthy responded that generally the POP Unit handles that type of incident. The use of technology has moved prostitution off the streets and onto websites.

OTHER BUSINESS:

Department Sign:

The new sign installation should be completed in the next few weeks. All the trees in the area have been cleared in preparation and landscaping will be added once the sign installation is complete.

Nashua Police Department Open House:

An "open house" for September 20, 2014, from 10:00 a.m. to 4:00 p.m. is in the planning stages. This will be open to the public and will feature static displays, including vehicles, and activities for children. A press release will be forthcoming as the date approaches.

Budget:

The Chief is anticipating the possibility of \$70,000 being put back in the FY2015 Police budget by the Board of Aldermen. If that is approved by the Board of Aldermen, Chief Seusing plans on using a portion of that money to fund a civilian Senior Relations Specialist position with the balance of the money being used toward the reorganization of the Records Manager position to include TAC officer duties. By adding these duties to the Records Manager position, the current sworn TAC Officer can be utilized elsewhere. The plan is to immediately assign two or three additional officers from patrol into the Narcotics Intelligence Division, which may cause a slight increase in patrol overtime; but, the Chief expects the effect to be minimal. With the increase in drug-related crime and overdoses, the increased staffing in NID is needed. The POP Unit would also be transferred from the command of the Patrol Division to the command of the Detective Bureau. The unit would continue to do the same work as they are now doing but would be available to assist NID in a greater capacity.

Commissioner Maffee thanked Alderman Lori Wilshire for her and other Aldermen for their continued support.

NON-PUBLIC SESSION

TIME: 6:58 p.m.

MOTION: Commissioner Valade made a motion, seconded by Commissioner Andrade, to suspend the public session and enter nonpublic session as authorized by:

RSA 91-A:3, II (b) HIRING

"The hiring of any person as a public employee"

A roll call vote was taken:

- Commissioner Maffee – yes; Commissioner Valade – yes; Commissioner Andrade – yes

MOTION TO SEAL RSA 91-A:3 III: Commissioner Valade made a motion that the Commissioners seal the minutes of this portion of the non-public session. Motion seconded by Commissioner Andrade. Motion carried.

END OF NON-PUBLIC SESSION: Commissioner Valade made a motion to return to public session. Motion seconded by Commissioner Andrade.

Time: 7:10.

RETURNED TO PUBLIC SESSION

TENTATIVE DATE OF NEXT MEETING:

Due to a scheduling conflict, the August 19, 2014, meeting will be rescheduled to Thursday, August 28, 2014.

ADJOURNMENT

MOTION: Commissioner Andrade made a motion to end the public session and adjourn the meeting. Motion seconded by Commissioner Valade. Motion carried.

Time: 7:12 p.m.

Respectfully submitted,

Commissioner Robert Valade, Clerk