

Police Committee Minutes

Thursday, December 15, 2011

9:45 a.m. Town Hall

Members Present: J. Auxer, L. Robertson, and D. Springer, Wanda Grantham Smith

Staff Present: Chief Ransom, Amy Boyd

Absent: None

1. Meeting was called to order by Mayor Auxer at 9:49 AM and approval of agenda.

Motion made by D. Springer, Second by W. Smith. Motion carried unanimously.

2. Approval of November 17, 2011 Police Committee minutes as written.

Motion made by D. Springer, Second by W. Smith to approve the November 17 minutes 2011. Motion carried unanimously.

3. Visitors: None

4. Financial Report:

The Chief stated that this was a bad month for a few reasons: Jimmy Cummings resigned, Chris Barnhart is new and the meters were not emptied for 3 weeks.

D. Springer-noted that the expenditures were up.

Chief-some repairs on the vehicles and a \$1,000 worth of equipment was bought for Chris.

5. New Business:

- a. Resignation of Parking Enforcement Officer, replacement.

The Mayor spoke to this and stated that Laura resigned 12/8/11 and that the Chief has been out on the street doing her job. The Mayor and the Chief suggested hiring 2 part time replacements instead of one full time person. There are pros and cons to either scenario. Part time staff may not be as vested as a full time person. The advantage of part time positions is that we do not have to pay benefits.

The Mayor is thinking of staggering their positions on a rotating basis, each working 30 hours. The schedule could be one coming in from 7:30am – 1:30pm and the other one coming in from 12:30pm-6:30pm.

Amy-this way they can work as a team.

D. Springer-are two people needed for meter collection?

Amy-the town code requires it for safety and money handling. She also stated that Terry is and will be responsible for running the police department office and that there is a current job description for those duties.

D. Springer-who does the parking officers report to?

Chief-they report to me.

L. Robertson-suggested splitting up the duties into administration and fieldwork. They could report to Terry regarding their administrative duties and report to the Chief for their field duties.

Mayor-we need serious people.

D. Springer-suggested the use of college students.

Amy-will put the job description on the web to advertise as well in some of the local papers.

L. Robertson-suggested sitting down with the new people once a week to make sure they are doing ok.

D. Springer-suggested prioritizing the Job Description List that the Chief handed out.

L. Robertson-agreed and suggested splitting the list up into two categories: administrative and Field to help Terry and the Chief as well as the part time employees to fully understand their duties.

W. Smith-suggested utilizing a daily log sheet.

L. Robertson-agreed and felt this would add accountability and could be used as a tool for either advancement or reprimand.

Mayor-likes the idea of dividing their duties up, the overlap of work times and the use of cross training in all areas for both officers.

L. Robertson-asked about the current pay and was told it is \$8:52-\$14:10 an hour. She suggested raising their pay to \$10 an hour.

Mayor-suggested \$9 an hour for their probationary period then bump them to \$10 an hour after that. The pay scale is not to be advertised.

Mayor-confirmed that she will place an ad for two PT positions and will do it Monday.

6. Old Business:

a. Police vehicle maintenance costs:

D. Springer- spoke to this and stated that there are 5 cars and it averages out to a life cycle of 5 years for each car regarding replacement.

D. Springer- the Chief and D. Springer have gone through the bills and receipts on repair costs back to 2006 to present. They eliminated repairs that were predictable. There are 8 vehicles on the hand out; the first 2 can be eliminated. They broke them down by cost per mile and month. Their question was were the Chevy's more expensive than the Fords and the answer was not really.

Mayor – figure in the costs for everything the cars need to repair/replace for Finance to go over. D. Springer – we have 5 vehicles, so each year for the next 5 years Finance could budget \$30,000 for new vehicles.

b. Purchase of new police vehicles:

Mayor-asked the Chief about small SUV's like the Ford Escape. Can they have cages installed? He also mentioned that these SUV's would be good in bad weather and get better gas mileage. Chief – stated that they could and that he's been looking on the Internet and found a 4 WD for \$16,000.

D. Springer – mentioned that Ford has come out with 2 new vehicles that might meet our needs. One is a SUV, an Escape or Explorer and the other is a car, a Taurus.

Amy – suggested getting together with Pat regarding this budget before the end of the budget year.

Chief – stated that the police package vehicles have more horsepower, stronger alternators but otherwise the design is the same when asked about the difference. He also mentioned that the JCAA has a Yukon with a police package they are looking to get rid of.

D. Springer – suggested sending this vehicle to Cool Green for check-over to see if it's a good idea. The Mayor stated that we have a plan and to leave the police vehicles on the Agenda. He also stated that we have an Isuzu and is reluctant to get rid of it since the parking officers are using it he asked the Chief to check on the mileage and see if they'd be willing to donate it – we could make a donation.

c. Radar sign delivered:

They are here and Chris Hutzler is looking at them.

d. Cameras:

The cameras are still not installed. Chris H. is trying to get them to communicate with the Officers cell phones. The Mayor will check on this and wants them up by 1/9/12 before the students get back.

Motion made by L. Robertson, Second by W. Smith to adjourn at 10:50 AM. Motion carried unanimously.

Respectfully Submitted by, Lori Robertson