

***Rutland City Police Commission  
Virtual meeting - April 13, 2020***

Present: Chairman Sean Sargeant, Commissioners Tom Calcagni, Luther Brown, Tony Romeo and Chris Siliski, Commanders Matt Prouty and David Lachance, Chief Kilcullen

Chairman Sargeant indicates that this will be a modified agenda whereby no motions or votes in the committee meeting tonight will be accepted.

The operating procedures that the Rutland Police Department have been under for the last five weeks is reported. On March 23, 2020, Mayor Allaire declared a Threat of Disaster. Chief Kilcullen, Incident Commander for the Command System along with Emergency Manager Bill Lovett from the Rutland City Fire Department have been working with Mayor Allaire through this system. Liaison Officer Matt Prouty works with the stake holders to get information and share with the Incident Commander. There is regular contact with the Rutland Regional Medical Center and the Department of Health to gather information for planning purposes. The Safety Officer is also connected to the Incident Commander. The Safety Officer, who has authority to shut operations down, is there to make sure things are being done safely to include safety equipment and following protocols. The Safety Officer is also connect to the Commander. Analyst Brad GoodHale who has academic credentials with command system and guidance directs information to the Public Officer internal and external communications as he works with the City Portal. He also keeps city employees updated through the department of public health, press releases and some videos that they have been doing.

Chief Kilcullen is working with the Planning Section under Tara Kelly, David Lachance and Melissa Sharkis who is also supporting that role. The Planning section, headed by Commander Greg Sheldon is the Operation Sections Chief. City Clerk, Henry Heck is working in the Logistic section and Treasurer Mary Markowski is Admin, working through the finance and admin section. If a large PPE order is necessary that order will be placed with the needed resources.

Commander Greg Sheldon reports what he does as the Operations Chief. He is looking out for the health and welfare of the employees making sure there is backup plan for dispatch in case they get contaminated, infected or

exposed to COVID19. He is preparing E911 and basic communication services and an planning an alternative off site location with transferring current phones lines.

Attorney Matt Bloomer and his secretary Judy have written up protocols for what happens if exposed.

Commander David Lachance is working with Tara Kelly and reports as to what they have done. They are the ones to figure out what to do with someone who is sick. What to do with the people that have been exposed. They are working on the Courcelle Building as contingency housing to be used for any employee that may have potentially been infected, as they don't want to send them home to potentially infect the family.

Commander Matt Prouty is the Liaison Officer - his position so far is to staff the EOC and manning staffing hours staffing, RRMC Beth Winter Liaison post. He has a good relationship with the hospital. Videography work is being done by Grad GoodHale and him.

### **Chief's Report**

Chief Kilcullen indicates that much has happened outside the COVID response.

3/10 - Attended the Xfinity (Comcast) Grand Opening. A check was donated to The Girls and Boys Club. They have redesigned the store and The Chamber was in charge of the mixer. There was a decent turnout.

3/16 - Participated in Meals on Wheels which is always enlightening

The training room is serving as an Emergency Operation Center. Property Evidence Tech Melissa Sharkis has transitioned to Dispatch. There has been a lot of cross help in the department: dispatch, with help from Ryan Brady, Officer Blongy; Officer Dickerson and ACO Jones have been helping with the back lot and cleaning vehicles and work stations; Officer Laguardia cleaned up the the patrol room and expanded it by a couple of hundred square feet. It has been painted and moved around. Facebook has been updated with drive-by birthday wishes around the city.

### **Completed training**

An online email and cyber security training

## **Training**

6/25 to 26 - Advanced roadside training

EOC - history of communication that they have had, last met on 3.9, just before things started to ramp up

3/12 - Guidance from CDC on law enforcement side of being effected by the virus, suspected and confirmed, distributed that

3/13 - Mayor Allaire put out message on Coronavirus and prevention

3/13 - Guidance from the State's Attorney's office with SAs modification on court proceedings was put out

3/16 - Service modifications has been put out internally. Some general modifications are department wide. In general what was put out advising officers and employees to whatever need arises to be available. The Street Crimes Unit has been redeployed for front line with encouragement of 6 foot social distancing; attendance at meetings should be done remotely, only with 6 foot distancing is allowed. There is no out of town training. Employees should immediately contact the supervisor without further instructions if they had been in contact with anyone with COVID. All personnel showing signs of illness should not go to work.

Commander Sheldon gives guidance to the patrol side as to minimizing certain calls that don't need to be reported to physically. Dispatch ascertains questions if it is a life or death, physical violence and then asked to step outside. Officers will mask up if necessary before going inside or breaking up a fight. officer Laguardia has been taking a lot of the complaints by phone or in person at the station.

During week 15, there were 15-21 directed calls for a 24 hour period. The public has been good and not calling for every little thing. Officers are out of the station a lot. FTO Avery and Snyder are driving their own vehicles with a second vehicle following. Masks are being used if someone has to be in the car for an arrest. Officers are citing people in the filed if they need to appear in court and not bringing them into the station, unless it warrants bringing them in. The process is working and keeping officers and employees safe.

Commander Lachance reports that BCI is doing the same thing by cleaning, distancing and vulnerable persons from upstairs are doing case work from home. He indicates that CFAC is only taking phone calls and not meeting with anyone. Records Clerk Ryan Brady and Communications

Operator Melissa Sharkis are working on evidence to get it up to speed and they keeping their distance. There are no suspected people with COVID in BCI.

Commander Prouty indicates his people were told early as they didn't know how it was going to look; staffing EOC. Animal Control Officer Tim Jones and Officer Laguardia have been disinfecting work stations and decontaminating vehicles. Commander Prouty indicates his crew is ready to step up to supplement Commander Sheldon's shop and prepared to do it. Everyone is working well as a team.

Chairman Sergeant wants to thank everyone for all the extra effort and what they are all doing. Commissioners agree and Chief Kilcullen indicates he appreciates the support.

Chief Kilcullen indicates that new information has been received from the Dept of Public Safety as to the calls that come in that are in violation of the Stay Home and Stay Safe and quarantine part of things. The departments obligation is educating and seeking voluntary compliance. It is up to the Attorney General if they will be enforcing the Govenor's Executive Order of violations.

Chairman Sargeant indicates that he and Chief Kilcullen formally spoke once a week but now have been speaking every other day to cover normal agenda including IAs. Next months meeting for May will again be held virtually.

If a situation arises that requires a vote or executive session Chairman Sargeant will contact City Attorney Matt Bloomer to make a decision.

Chairman Sergeant indicates he had a chance to watch David Giancola's movie "Accelerator" and encourages all to watch it.

Commander Calcagni inquires if there is something that citizens can do and it was indicated that everyone can take personal responsibility of what CAD directs with social distancing.

Meeting adjourned at 6:39pm.

Submitted by:

Nancy Manning

cc: Chief Brian Kilcullen  
Mayor David Allaire  
Police Commission  
City Clerk Henry Heck  
Board of Aldermen  
Union President Elias Anderson