



BURLINGTON POLICE DEPARTMENT

Antonio B. Pomerleau Building
1 North Avenue
Burlington, Vermont 05401

Sarah Kenney, Chair
Board of Police Commissioners

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MEETING OF THE BOARD OF POLICE COMMISSIONERS
4TH TUESDAY OF EVERY MONTH, 6:00 P.M.
BURLINGTON POLICE DEPARTMENT, COMMUNITY ROOM, 1 NORTH AVENUE
Schedule for 2014 is as follows:
August 26th
September 23rd
October 28th
November 25th
December (no meeting currently scheduled due to conflicting holidays)

AGENDA

1. Additions or Modifications to Agenda
2. Public Forum
3. Chief's Report
4. Review of Any Incoming Correspondence *{as needed}*
5. Commissioners' Updates/Comments
6. Review Updated Directives *{as needed}*
7. Consent Agenda – Minutes of Previous Commission Meeting
8. Next Meeting's Agenda Items and Date
9. Executive Session *{as needed}*
10. Adjournment

This material is available in alternative formats for persons with disabilities. To request an accommodation, please call: (802) 540-2107 (voice) or e-mail: kcaron@bpdvt.org
The latest approved Police Commission Meeting Minutes and Upcoming Meeting Agendas are posted on our website: www.bpdvt.org

BOARD OF POLICE COMMISSIONERS
MINUTES OF MEETING
DRAFT, SUBJECT TO APPROVAL

A meeting of the Board of Police Commissioners was held in the Burlington Police Department Community Room on **Tuesday, September 23, 2014**. Chair Kenney called the meeting to order at 6:05 p.m.

The following Commissioners were present: Chair Sarah Kenney, Vice Chair Jerry O'Neill, Commissioner Paul Hochanadel and Commissioner Nyree Miles. Also present were Deputy Chief Bruce Bovat and Kimberly Caron, Police Commission Clerk.

Additions or Modifications to Agenda:

No additions or modifications were made to the agenda.

Public Forum:

No one addressed the Commission for public forum.

Chief's Report:

- ~There are no changes to the Budget for FY15.
- ~Staffing – Dispatch is fully staffed at 12. Sworn staff is at 95.
- ~30 Axon Body-Worn Cameras have been deployed to officers in the Department. Training for these cameras has been completed. The next 30 cameras will be coming in January, 2015.
- ~Connor Brooks, the new Crime Analyst has been putting together detailed analyses of crime within the City and is working to streamline what data will go into these analyses. These reports have been used in Roll Call to direct officers to crime “hot spots” within the City. Deputy Chief Bovat shared a recent analysis with the Commission. Discussion followed.
- ~Lacey-Ann Smith, the new Community Support Specialist has settled into her position and is already assisting in the Community.
- ~The Community Engagement Event on September 18th was very successful. Planning is underway for this to become an annual event.
- ~The Stop The Violence VT press conference will take place on September 29th. The website for the committee is online at www.stoptheviolencevt.com

Incoming Correspondence:

- ~Mayor Weinberger sent out an Executive Order on 9/23/14 detailing the new Open Meeting Law.

Commissioners' Updates/Comments:

- ~Chair Kenney, Vice Chair O'Neill and Commissioner Miles commented on positive nature and outcome of the September 18th event. Discussion followed.

Consent Agenda – Minutes of the 7/22/2014 Meeting: Vice Chair O'Neill moved to approve the 8/26/2014 minutes. Commissioner Hochanadel seconded. Motion carried unanimously.

Executive Session: (None needed)

Next Meeting's Agenda Items and Date: There were no additions to next month's agenda at this time. The next meeting date was set for Tuesday October 28, 2014 at 6:00 p.m.

Adjournment: Commissioner Hochanadel moved to adjourn the meeting, Vice Chair O'Neill seconded. Motion carried unanimously at 6:25 p.m.

Respectfully Submitted,

Kimberly Caron, Clerk of Police Commission

Date

DRAFT



Office of Mayor Miro Weinberger

EXECUTIVE ORDER

COMPLIANCE WITH OPEN MEETING LAW

WHEREAS, the State of Vermont amended the Vermont Open Meeting Law, effective July 1, 2014; and

WHEREAS, all meetings of public bodies of the City are open to the public at all times, except during a valid executive session; and

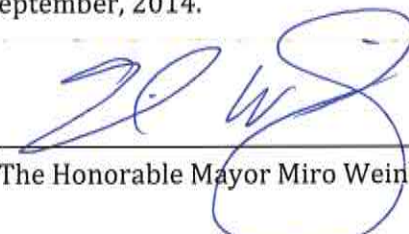
WHEREAS, public bodies include the City Council, its committees, City commissions, City boards, and sub-committees of any of these groups;

NOW THEREFORE, exercising the authority vested in me as Mayor of the City of Burlington by Title V, Article 36, Section 116 of the Charter of the City of Burlington, I, Miro Weinberger, hereby issue the following executive order, effective immediately:

1. All City employees are expected to comply with Vermont's Open Meeting Law when working with members of public bodies.
2. Each City Department Head is charged with identifying the staff member(s) who serves as liaison to each public body associated with that Department and keeping that information updated with the Mayor's Office and the Clerk/Treasurer's Office.
3. Any City employee assigned as the staff liaison to any public body shall ensure that:
 - a. At least 48 hours prior to a regular meeting or 24 hours prior to a special meeting (or as soon as practicable before an emergency meeting), notice of and an agenda for the meeting are posted on both the City's website and physical bulletin boards by emailing the notice and agenda to the "Warned Meeting Group" in the City's Outlook email address list (the Clerk/Treasurer's Office will be responsible for ensuring that these addresses are up to date) at which point designated City staff members will post the notice and agenda on the website and on the following physical bulletin boards:
 - i. Outside the Clerk/Treasurer's Office in the lobby of City Hall;
 - ii. In the lobby of the Fletcher Free Library; and
 - iii. In the lobby of the Department of Public Works/Department of Parks, Recreation & Waterfront.

- b. At the same time, the notice is sent to the Burlington Free Press, Seven Days, and any other media outlet or person who has requested notice of special meetings of that public body.
 - c. Minutes are taken of the meeting and are posted in draft form on the City's website no later than five calendar days after the meeting.
 - d. If a meeting of the public body is to be held electronically, a City official is physically present at the designated meeting location within the City.
 - e. If a City employee receives written notice of an alleged violation of the Open Meeting Law, the notice is forwarded immediately to the chair of the public body, the Chief Administrative Officer, and the City Attorney so that a response can be generated within seven business days.
- 4. Each staff liaison and Department Head is responsible for ensuring that any complaints of potential Open Meeting Law violations are reported to the Chief Administrative Officer and the City Attorney.
 - 5. Any concerns about the current policy or practices are addressed by the Chief Administrative Officer, the City Attorney, or the Mayor's Office.

Dated this 23rd day of September, 2014.



The Honorable Mayor Miro Weinberger

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Kimberly Caron, Clerk of Police Commission

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