BURLINGTON POLICE DEPARTMENT
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1 North Avenue
Burlington, Vermont 05401

Jerome F. O'Neill, Chair
Board of Police Commissioners

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MEETING OF THE BOARD OF POLICE COMMISSIONERS
TUESDAY, JULY 22, 2014, 6:00 P.M.
BURLINGTON POLICE DEPARTMENT, COMMUNITY ROOM, 1 NORTH AVENUE

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AGENDA

1. Public Forum
2. Welcome new Police Commissioner Nyree Miles
3. Chief's Report
4. Election of Police Commission Chair and Vice Chair
5. Discussion on new Open Meeting Policy
6. Review of Any Incoming Correspondence *{as needed}*
7. Commissioners' Updates/Comments
8. Review Updated Directives *{as needed}*
    a. *DD14: Digital Imaging, Digital Audio and Video Directive*
9. Consent Agenda – Minutes of 6/24/2014 Meeting
10. Next Meeting's Agenda Items and Date
11. Executive Session {*as needed}*
12. Adjournment

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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, July 22, 2014**. Commissioner Kenney called the meeting to order at 6:08 p.m.

The following Commissioners were present: Commissioner Sarah Kenney, Commissioner Paul Hochanadel and Commissioner Nyree Miles. Also present were Chief Michael Schirling and Kimberly Caron, Police Commission Clerk.

Public Forum:
No one addressed the Commission for public forum.

Chief's Report:
~Budget for FY14 is closed and on budget.
~Budget for FY15 includes the Crime Analyst position, which has been filled. $30,000 has been allocated to body worn cameras, which will be deployed in stages throughout the coming year.
~Staffing – Dispatch is fully staffed at 12. Sworn staff is at fully staffed at 100 with 7 in Field Training, 4 to go to the Academy in August, and 1 certified officer who will attend an abbreviated Academy before entering Field Training.
~Extra patrols covering the Fletcher Free Library continue, as do CIT operations, downtown patrols, foot patrols, and Street Crime Unit operations.
~CIT project – Door to door "knock and talks" have covered over 900 residences in two operations in May and June.

Election of Police Commission Chair and Vice Chair:
~Through email correspondence Chair O'Neill nominated Commissioner Sarah Kenney to preside as Chair of the Police Commission. Commissioner Hochanadel seconded this nomination.
~Commissioner Kenney nominated Chair O'Neill to preside as Vice Chair of the Police Commission. Commission Hochanadel seconded this nomination.
~Commissioner Hochanadel moved to vote on the slate including both before-mentioned nominations. Commissioner Miles seconded. The slate of nominations passed unanimously.

Discussion of new Open Meeting Policy:
~Chief Schirling explained key components of the new Open Meeting Policy that went into effect on July 1, 2014 for the City of Burlington.

- All public meetings will be warned at least 48 hours in advance of the meeting in three separate locations: the Fletcher Free Library, the DPW/Parks Office and the Clerk Treasurer's Office.
- Additions to the agenda must be in the first item only.
- Motions must be made to set regular meetings and times and posted annually.
- Minutes must be publicly available within 5 days and can be "subject to approval".
- Deliberative and Executive sessions are allowed, but must be cited why it is necessary and

no action can be taken during Executive sessions.
Discussion followed.

Review Updated Directives:
~DD06, Investigations and Criminal Procedure was reviewed. Commissioner Bryant moved to approve the update to the Directive, Commissioner Miles seconded. Directive was adopted unanimously.
~DD14, Digital Imaging, Digital Audio & Video was reviewed. Chair Kenney and Commissioner Hochanadel suggested minor changes in the document. Discussion followed. Chair Kenney moved to approve the update to the Directive with the changes suggested, Commissioner Hochanadel seconded. Directive was adopted unanimously.

Commissioners' Updates/Comments:
There were no comments or updates made.

Consent Agenda – Minutes of the 6/24/2014 Meeting: Commissioner Hochanadel moved to approve the 6/24/2014 minutes. Chair Kenney seconded. Motion carried unanimously.

Executive Session: (None needed)

Next Meeting's Agenda Items and Date: The Agenda was discussed and modified with changes reflecting the Open Meeting Policy. The Police Commission meetings will continue to take place on the 4th Tuesday of each Month. Any changes to this schedule will be posted. The next meeting date was set for Tuesday August 26, 2014 at 6:00 p.m.

Adjournment: Commissioner Hochanadel moved to adjourn the meeting, Chair Kenney seconded. Motion carried unanimously at 7:13 p.m.

Respectfully Submitted,

_____ _____
Kimberly Caron, Clerk of Police Commission Date

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8/26/2014
Date