

## Emergency Management Study Group Minutes for the March 19 meeting

### Members in attendance:

Anne Cartwright  
Bonnie Chase  
Carol Reller  
Ed Reller  
Priscilla Sawa  
Bobbie Wilson

### Also present:

Marcello D'Alessandro  
Matt Saxton

### Topics discussed:

- The budget for the Police Department in 2015, including staff and all benefits, is \$203,507 or 13.16% of the general operating budget.
- The cost of emergency services for a \$100K residence is estimated as follows.

Police	Fire	Ambulance
\$64	\$23	\$7.80

- Marcello updated the criminal arrest numbers and motor vehicle citations (both tickets and warnings) for the past four years. The figures average out to one motor vehicle violation almost every day and one criminal arrest every 12 days.

Year	Criminal arrests	Motor vehicle citations
2011	28	227
2012	24	463
2103	29	212
2014	36	305

- We reviewed the Alstead Police Chief's job description provided by Marcello, one of the many he solicited from other NH police chiefs.
- We agreed on these essential functions of the police chief:
  - Patrol the town to ensure that laws are enforced and that public safety is maintained

- Investigate major crimes
- Promote community policing
- Perform administrative duties
  - Manage staffing (hiring, training, supervising) and scheduling
  - Analyze pertinent data
  - Allocate resources effectively and efficiently
  - Prepare and present a department budget
  - Manage evidence
- Participate in town committees and meet with town officials
- Cooperate with county, state, fed law enforcement, local town departments
- We agreed on these necessary competencies:
  - Valid driver's license
  - EMT-B certification or willingness to certify within a reasonable period of time
  - NH Certification as Police Officer or willing to certify within a reasonable period of time
  - DUB (Delicate, Unique Balance) style
  - Ability to build a good relationship with the community
  - Ability to serve as a role model
  - Leadership skills
  - Time management skills
  - Sound judgment and discretion
  - Problem solving skills
  - Patience
  - Big-picture thinking
  - Excellent ethics
- We discussed creative ways to use the allocated funds for the police chief, such as hiring a part-time chief along with a part-time or full-time officer.

#### **Motions:**

- The meeting minutes of March 5 were approved.

#### **Action items:**

- Marcello will provide the number of calls covered by State Troopers.

#### **Next meeting:**

March 26 at 7:00 pm at the Town Offices.

#### **Agenda items for next AABC meeting:**

- Continue refining the job description for the police chief

#### **Comments from the public:**

- None.