

**TOWN OF WINDSOR
HEALTH AND SAFETY COMMITTEE
SPECIAL MEETING
OCTOBER 8, 2020
VIRTUAL MEETING**

APPROVED MINUTES

1. CALL TO ORDER

Councilor Nuchette Black-Burke called the meeting to order at 6:01 p.m. with Councilor James Dobler and Councilor James Govoni present. Town Manager, Peter Souza; Assistant Town Manager, Scott Colby; Police Chief, Don Melanson; and Director of Health Services, Dr. Michael Pepe, were also present.

2. PUBLIC COMMENT - None

3. UPDATE ON COVID 19 RESPONSE AND PLANNING ACTIVITIES

Town Manager Souza gave a brief overview of the Agenda Item Summary.

Michael Pepe, Director of Health Services, gave an update on COVID 19 responses and planning activities as follows:

Mr. Pepe explained that when there is a positive case, the town interfaces with the Superintendent's/Assistant Superintendent's office. At that point, Human Resources gives us all the information the town needs to begin the process of contact tracing. The Health Department then starts its contact tracing procedures with all impacted individuals. It can take up to 24-48 hours to reach out to everyone. There is constant two-way communication between the school and town staff to allow faculty to know which students/faculty are out of class on a given day. When it comes to closing a school due to a positive case, that is up to the Superintendent. The town does not get involved with that decision.

Councilor Dobler asked how many students or faculty need to be infected before they close down a school? Is it solely the Superintendent's decision or does the Health Department give him guidance? Mr. Pepe said the Superintendent is the one that makes the decision to close schools. The CT Department of Public Health and State Department of Education have published addendums to all public schools and in those addendums there are guidelines given as to when you should close down a school.

Town Manager Souza said that since the schools have opened, there have been 5 positive cases, 4 are students (2 at Sage Park Middle school and 2 at Windsor High school) and one is staff (Sage Park Middle school).

Mr. Pepe stated that contact tracing is very labor intensive. Depending on the size impacted, it dictates how many members of the Health Department staff get involved with taking care of the case. The ultimate goal with contact tracing is to get in contact with everyone within 24 hours of us either being aware of a positive case or seeing the results of a positive case. To help with contact tracing costs, the Health Department has received two grants from the Department of Public Health. Contact tracing involves two components: 1) isolating the positive individual and then 2) quarantine of a contact individual.

Councilor Dobler asked about contact tracing. Has it been too much for the Health staff to handle? What do you do if we have a large outbreak? Mr. Pepe responded that they are managing all the outbreaks as they come along. They are sometimes stretched but not overwhelmed. If it comes to a time when they are overwhelmed all at once, the State of CT has a pool of contact tracers that they have at the standby that are able to pick up any overload we are not able to handle.

Councilor Black-Burke asked if there is a diagnosed case within a household, does everyone in the household need to quarantine or if there is a suspected case what are the quarantine guidelines on that until confirmation? Mr. Pepe stated when there is a positive family member case all the members in the house are in quarantine.

Town Manager Souza stated that vaccination planning is in its early stages. We are doing some annual flu clinics and have partnered with South Windsor with their Health Department to help them conduct their flu clinics. Our Health Department is using South Windsor's registration software this year to manage the appointments.

Mr. Pepe stated the COVID 19 planning process is in its early stages. There are weekly updates from the Department of Public Health. Every week they give us more information they are receiving from the Federal government. The Health Department is currently identifying those populations that are going to be eligible for the COVID 19 vaccine once it comes out. Windsor will have an annex for their plan regarding how they are going to deal with COVID 19 vaccinations. That is being reviewed and developed.

4. UPDATE AND DISCUSSION ON RESOLUTION DECLARING RACISM AS A PUBLIC HEALTH CRISIS AND ACTION ITEMS

Town Manager Souza stated that during the summer we had initial conversations with Data Haven. They stated they would be able to do up to 300 live interviews with Windsor residents and that it could cost up to \$20,000 to complete the survey.

Councilor Dobler asked about the \$20,000. Is this something that we need to get approval for or do we just do it? Town Manager Souza said that we will move forward with the training piece since it will be covered by the Police Department's budget. In terms of if we want to contract with Data Haven for organizational training that we've done an RFP for, those are two separate costs which will likely be coming before the Council to ask them for additional money. Data collection and non-police department training would be a supplemental appropriation request.

Councilor Black-Burke asked Town Manager Souza if other towns are looking at collecting this type of information and if we could look at the data across towns. Town Manager Souza responded that in August he had a conversation with the Town of Bloomfield's Town Manager and they were exploring along those lines. Data Haven collects information for West Hartford as well and he will reach out to them too.

Amelia Bliss, Director of Human Resources, gave an overview of the RFP. There have been three responses so far with an additional five that will respond. We specifically asked that respondents have experience in diversity, equity, and inclusion (DEI) training. Once we receive the results, we are going to create a committee that will look at the relevant experience with the subject matter that the trainers have, will look at the approach they plan on taking, make reference checks and factor in the cost. We are hoping to have a contract with someone in early November and work with them on finalizing the plan so we can then start training in late November through December to finish up in early January.

Councilor Dobler noted the employee committee should ideally have folks that will be front line and mid-level managers and not just directors. Town Manager Souza said we may not go with just one vendor. We may mix and match. We will use what feels right for the organization.

Councilor Black-Burke asked if there will be field or front line individuals on the committee. Town Manager Souza responded that it will be a cross section across the organization.

Councilor Black-Burke asked about the topics listed on the agenda item summary. Where did those five points come from? Ms. Bliss stated that they pulled some of the training topics from the resolution as well as looking at other organizations' samples. We also had some webinars through our organization that covered some of these topics.

Councilor Dobler asked if the goal to complete the training for all full-time and part-time employees is January. Is the plan do it every January for everyone, every January for new people coming on board or is it a one-shot deal? Town Manager Souza responded that we are envisioning that it will not be a one-shot deal. We had already done some training in the area of implicit bias in the last 18-24 months. We've also completed some cultural awareness training with our supervisors and mid-management.

Ms. Bliss added that built into the RFP is that the person we select will leave us with a tool kit where we can take it and train new hires and have on-going conversations.

Councilor Dobler asked how much it would cost to do this on an annual basis. Town Manager Souza stated that the cost could be in the \$35,000 range.

5. DISCUSSION OF POLICE DEPARTMENT TRAINING

Don Melanson, Chief of Police, stated that starting next Wednesday, there will be 8-hour training sessions for all Police Department employees. They will be instructed by the National Association of Black Law Enforcement Officers (NABLEO). This training includes four specific training modules:

- Eliminating Micro-Aggressions and Implicit Biases to Enhance Police-Community Relations
- The Good Cop: Knowing the Difference Between Lawful or Effective Policing and Rightful Policing – And Why it Matters
- The Intersection of Policing and Race: The History of Police Brutality in America
- Warriors vs. Guardians: Embracing a Seismic Shift in Policing

Chief Melanson stated that in July 2020, two Windsor Police Department officers became instructors in Fair and Impartial Policing. This added capability will assist in providing refresher updates for all of our personnel moving forward.

Town Manager Souza stated the cost of the training is approximately \$8,000.

Councilor Govoni stated that training should be mandatory and it should be reinforced each year.

Councilor Dobler asked about the 8-hour training session. Would that be considered as a part of the officers' typical annual training? Chief Melanson said it was in addition to the annual requirements.

Councilor Dobler asked if training is being conducted at the new facility. Chief Melanson responded that it was. Councilor Dobler then asked if the training is just for Windsor or are we inviting other towns? Chief Melanson stated this training specifically is just for Windsor.

Councilor Black-Burke asked when the CIT training will be taking place. Is that somewhere in this rotation? Chief Melanson said that they are trying to find instructors offered through the State to do that. We will also be trying to host future training in the new facility. Any officers that were hired prior to 2018 have been to the full 40 hour class. Officers hired after 2016 have received that training in the police academy which is a more condensed version at 2-3 hours. As classes become available, we will send out officers to take them.

Town Manager Souza said that ultimately the goal is to get the officers that haven't received the training to receive the 40 hour course. The challenge is refresher courses and finding instructors.

Chief Melanson stated that as a part of the officer recertification for POST, officers are required to get at least 2 hours every 3 years of mental health training.

Town Manager Souza stated that the Human Relations Commission is developing a series called "RACE: The Series" which will focus on diversity, disparity, and efforts to bridge and heal these issues. The first conversation will be Sunday, October 11th via Zoom. He said that the commission has also asked that a street mural be painted in the vicinity of the library either in the street or driveway area. The message will be 'end racism'. Scott Colby, Assistant Town Manager, and he are exploring potential parameters on how to guide the same type of requests that may come in the future. The Hartford Foundation of Public Giving said that they will pay for the cost of materials and for the artist. The challenge we have is that the artist stated it would take 4 days to do this. So we are trying to find the right location.

Councilor Govoni stated that there could possibly be repaving scheduled for the area on which the mural will be painted and that we should keep that in mind.

Councilor Dobler asked about the Zoom meeting for the Human Relations Commission. Will that be recorded? Town Manager Souza said he'd have to double check that but he thinks it is being recorded.

Councilor Dobler is in favor of doing the street mural, however, his biggest concern is that the mural may be vandalized. Is there any way to prevent that from happening or do we need to keep our fingers crossed? Town Manager Souza said that we may just need to keep our fingers crossed. He said that there may be an acrylic that can be added to the mural which might help to prevent vandalism, but we'd have to talk to the artist about that.

Councilor Black-Burke stated that this is something that should be done.

Councilor Dobler is in favor of the Town Manager moving forward with the request.

Councilor Black-Burke was also in favor of the Town Manager moving forward with the request.

Councilor Govoni was in favor of the Town Manager going forward.

6. DISCUSSION OF POLICE DEPARTMENT CALLS FOR SERVICE DATA

Don Melanson, Chief of Police, stated that one determining factor is what data we release on a regular basis in order to see comparisons with other communities. The FBI does it on a national level, but also on a state level and it breaks it down to each community. The FBI only collects data on crime or offenses where a crime was committed. It doesn't mean that an arrest was made. So it can be any type of disposition along those lines, but they are looking at crime in general. That is how they determine if a community is safe.

Chief Melanson said that he has tried to provide a snapshot in going back and looking at monthly data for the last few years. There are two components: 1) the different types of crimes reported to the FBI and 2) medical and mental health calls.

Chief Melanson gave an overview of the chart and data that was supplied to the committee.

Councilor Dobler asked other than people locking their cars at night is there anything else that a resident can do to protect their vehicle from theft? Chief Melanson responded that you shouldn't leave valuables in your car. He added that approximately 95% of vehicles that are stolen or entered into are unlocked.

Councilor Dobler if people are parked outside of their garage and the doors are locked on the vehicle, will the perpetrator try to get into the car? Chief Melanson responded that there's probably a 1% chance of that happening.

7. REVIEW OF TRAFFIC ENFORCEMENT DATA AND TRENDS

Chief Melanson stated that the Police Department continues to monitor traffic stop data to identify if any potential patterns of racial profiling or bias from police officers occur.

Below are a few statistics from overall traffic stop information for the FY 20 and the first quarter of FY21:

- A total of 10,658 traffic stops were made in FY 20. This is 11.8% lower than the 12,095 stops made during the same period in FY 19. This reduction in enforcement can be attributed to the COVID pandemic from March through June 2020.
- A total of 1,091 traffic stops were made in the 1st quarter of FY 21. This is 72.4% lower than the 3,956 stops made during the same period in FY 20.
- Windsor residents accounted for 33.4% of the traffic stops made in FY 20, which is consistent with the previous fiscal year.
- 81.7% of traffic stops in all of FY 20 were for violations such as red light, speeding, cell phones and seat belts. 18.2% of stops were for equipment violations such as failure to display registration plates or defective lights. These percentages are similar to those for the full FY 19 and FY 18 periods.

Chief Melanson gave an overview of the charts/tables that were given to the committee.

Councilor Dobler asked if there is any way that the chart can show which street the traffic stops are made on. Chief Melanson said they can do it by area. If you do it by street, all you will see more or less are red dots all over a map. Councilor Dobler then withdrew his request stating that it would be too time intensive to conduct.

8. INFORMATION ON PRESCRIPTION DRUG COLLECTION EVENT

Town Manager Souza stated that for a good number of years we've been involved in the Drug Enforcement Agency's National Prescription Drug Take Back Day. We will have an officer or two at the Windsor Shopping Center during the event that will be happening on October 24th for several hours. There is also a drop box at the new Police Department located on Addison Road.

Councilor Black-Burke asked if the event will be publicized. Town Manager Souza stated that advertisements have been sent via social media and flyers have been put up at different locations within the neighborhood.

Councilor Govoni said that one good thing about the prescription drug take back is that it helps with keeping the water system cleaner. It's a good that we are doing this and taking those medicines out of circulation so it's not getting in the environment.

9. STAFF REPORTS

Town Manager Souza thanked the councilors for attending the Police Department Dedication ceremony.

In regards to the EMS building, demolition is well under way. Over the next month, we will start to see that the new apparatus bay is being built. They are making footings for it. So in 3-4 weeks, we should see some vertical construction.

The public safety radio system is being brought on line incrementally. I believe we have EMS and the Police Department all on-line. Coverage is very good and over 800 locations over the town are a part of the contractual obligation. They are working out the bugs and end users are adjusting to the system.

Bob Jarvis and I met with the Town of East Granby and the DOT. We had a conversation regarding the closing of East Granby Road and Route 20 at the intersection out by the DOT highway garage. We've come up with a few scenarios that will block off that intersection to eliminate the safety issue. This would also help eliminate tractor trailer trucks from going through the neighborhood. The next step is for us to meet with the airport authority as the realignment might require a land slot between East Granby and the airport authority. Hopefully, that will be done through the course of the winter and then we can have conversations with the neighbors about the re-routing of traffic.

10. APPROVAL OF MINUTES

a) June 29, 2020

MOVED by Councilor Dobler, seconded by Councilor Govoni to approve the unapproved minutes of the June 29, 2020 meeting as presented.

Motion Passed 3-0-0

11. ADJOURNMENT

MOVED by Councilor Dobler, seconded by Councilor Govoni, to adjourn the meeting at 7:13 p.m.

Motion Passed 3-0-0

Respectfully submitted by,

Scott Colby
Assistant Town Manager