

Robert J. Paek

2020 DEC -7 A 10:26

MICROSOFT "TEAMS"
PERSONNEL AND PENSIONS SUBCOMMITTEE

TOWN CLERK
EAST HARTFORD

DECEMBER 2, 2020

PRESENT Awet Tsegai, Chair, Councillors Connor Martin and John Morrison

ALSO Marcia Leclerc, Mayor

PRESENT Theresa Buchanan, Human Resources Director
Scott Sansom, Chief of Police
Rich Kehoe, Chair, East Hartford Town Council
Esther Clarke, Minority Leader, East Hartford Town Council

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:36 pm.

APPROVAL OF MINUTES

November 4, 2020 Special Joint Meeting with Investigation & Audits Committee

MOTION By Connor Martin
seconded by John Morrison
to **approve** the minutes of the Special Joint meeting held November 4,
2020 with the Investigation & Audits Committee meeting.
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

NEW BUSINESS

Assistant Chief of Police: New Job Description
Deputy Chief of Police: Revised Job Description

Theresa Buchanan, Human Resources Director, initiated a discussion on the two positions within the Police Department that are on tonight's agenda; the new position of "Assistant Chief of Police" and the existing position of "Deputy Chief of Police" which proposes 2 revisions to the job description.

Scott Sansom, Chief of Police, explained the differences in the job descriptions of the Assistant Chief of Police and the Deputy Chief of Police. Chief Sansom also provided an

overview of how the various ranks work together to complete the structure of the Police Department. He further explained that one of the key components to the job description for Assistant Chief of Police will be development for succession planning. The Assistant Chief would be the next in line of authority after the Chief of Police – whether the Chief is on vacation, out sick, on sabbatical, etc. The Chief added that once the Assistant Chief position is filled, the four positions of Deputy Chief would be reduced to three.

Councillors Martin and Morrison asked for an updated organizational chart of the Police Department.

The salaries for both positions were discussed. Chief Sansom provided the Committee with background information on the salary ranges for the Chiefs and their “seconds in command” for several towns in Connecticut. Based on those numbers, the Chief thought that the salary for the Assistant Chief of Police should be approximately \$140K and the salary for the Deputy Chief of Police should be approximately \$130K; currently the Deputy’s earn about \$113K. It was noted that the positions of the Deputy Chiefs and the position of Assistant Chief are non-bargaining unit (non-union) members and therefore do not have the same benefits as the bargaining unit (union) members, such as Lieutenants.

Chair Tsegai asked Chief Sansom what towns have similar statistics as East Hartford when comparing police departments. The Chief believes that the towns of West Hartford, Manchester, Middletown, Enfield, Hamden and Bristol are similar in scope to East Hartford.

Councillor Martin suggested that the Committee hold off on any salary adjustments for the existing position of Deputy Chief and the new position of Assistant Chief until the Committee receives and reviews an internal range of the salaries for the administrative positions within the police department: Lieutenants, Deputy Chiefs, Assistant Chief and Chief of Police.

Assistant Chief of Police

MOTION By Connor Martin
 seconded by John Morrison
 to **table** action on the new job description, including salary, of “Assistant Chief of Police” until this Committee has reviewed an internal range of salaries for the Administrative positions within the East Hartford Police Department.
 Motion carried 3/0.

Deputy Chief of Police

MOTION By Connor Martin
 seconded by John Morrison
 to **recommend** that the Town Council approve the revised job description entitled “Deputy Chief of Police” a non-bargaining position within the East Hartford Police Administration, as presented at the Personnel & Pensions Subcommittee meeting of December 2, 2020 from Human Resources

Director Theresa Buchanan and Chief of Police Scott Sansom, with no change to the existing pay grade 12, but with the following two revisions added:

1. Under Essential Job Functions: "Oversees Emergency Telecommunications Department and Emergency Medical Dispatch"; and
2. Under Job Qualifications: "Position requires the physical ability to handle assign weapons and meet firearm qualifications".

Motion carried 3/0.

ADJOURNMENT

MOTION By Connor Martin
seconded by John Morrison
to **adjourn** (7:04 p.m.)
Motion carried 3/0.

Cc: Town Council
Mayor Leclerc
Scott Sansom, Chief of Police
Theresa Buchanan, Human Resources Director