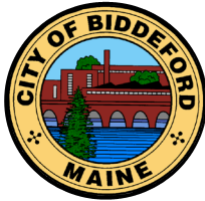


POLICE ADVISORY COMMITTEE

Meeting of Wednesday, January 20, 2021

Minutes

1. **Roll Call:** The organizational meeting was called to order via Zoom at 6:03 p.m. by Chief of Police (and City Staff Liaison) Roger P. Beaupre. All Police Advisory Committee members were present: Carolyn Southwick, Andrew Chad Barrs, Frederick Olson, Kelly Seiler, and Roger Gagnon. BPD staff members present were: Deputy Chief of Police JoAnne W. Fisk, Sergeant Steven T. Gorton, and Jim Emerson.
2. **Adjustments to the Agenda:** There were no adjustments
3. **Acceptance of Minutes:** Since this was the initial/organizing meeting, there were no minutes to approve.
4. **Discussion/Review:**
 - a. Chief Beaupre provided an overview of the evolution from the Police Commission to the Police Advisory Committee
 - b. Chief Beaupre reviewed the committee structure; noting that the Mayor Casavant appointed Carolyn Southwick as the committee chair and Chad Barrs the vice chair. Going forward, any requests to place items on the committee's agenda are to go to Carolyn. The Chief noted that to have a quorum, the committee of five needs to have three members present. He also indicated Chad (as vice chair) will conduct the meetings if Carolyn is absent. He also stated that all agendas and minutes are posted to the City's website. The intention is to have Carmen Morris, the City Clerk, present at future meetings to manage the minutes of the meeting. The City Clerk, however, was not available for this meeting. The Chief indicated that to avoid conflicts with other regularly scheduled City meetings (that Carmen or he may have to attend), he recommended meeting the fourth Tuesday of each month. He indicated that his intention is to have PD staff members participate regularly. The Chief proposed a starting time of 6:00 pm and for the near term, all committee meetings will be via Zoom. The Chief stated that he took the responsibility to create the meetings on Zoom.
 - c. The Chief discussed his hopes and expectations of the committee. He indicated that he looks forward to working with the committee members to get more perspective and insight from the community via the members of the committee. He explained that the department's policies are dictated by federal and/or state statutes and regulations, the Maine Criminal Justice Academy, and national standards of the Commission on Accreditation for Law Enforcement Agencies (CALEA). The Chief briefly explained CALEA and stated that Biddeford is one of only five law enforcement agencies in the State of Maine to achieve and maintain National Accreditation.



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- d. Based on a question from Fred Olson, the Chief further elaborated on the City Charter change that disbanded the Police Commission and created the ordinance-based Police Advisory Committee.
 - e. Each committee member made an introduction; providing a synopsis of their background, reason(s) for joining the committee, and expectations of the committee.
 - f. Each PD staff member made an introduction; providing a synopsis of their background and role.
 - g. There was general discussion regarding the future direction and role of the committee. The Chief indicated that he would like to initially help the committee become more familiar and aware of what the department does so that committee members can be better prepared/equipped for their committee role. He explained the Citizens' Police Academy that the department has conducted for the public in past years and he suggested it (or a modified approach) might be a good method to increase the committee's awareness of the department.
 - h. More discussions occurred regarding the role of the committee and how it and its members might help increase the community's awareness of the wide range of roles the department plays in addressing quality of life issues for Biddeford.
- 5. Next Meeting:** There was general consensus regarding:
- a. The next meeting will be on Tuesday, February 23, 2021 at 6:00 pm. The Chief will create a Zoom schedule for this meeting and for future meetings on the fourth Tuesday of each month.
 - b. There was agreement that two items on the next agenda are 1) Overview of CALEA and Accreditation and 2) Overview of the department's Response to Resistance/Use of Force Review and Tracking Process.
 - c. Future meeting durations should be one hour. However, the expectation is that the committee will be flexible. The meeting duration should match the time needed for the committee's business. If less than an hour is required that is fine; exceeding ninety minutes is not an expectation.
- 6. Adjournment:** The meeting was adjourned at approximately 7:20 pm.