

Public Minutes

NH Law Enforcement Accreditation Commission Meeting

January 12, 2023

NH Police Standard & Training
Arthur D. Kehas Law Enforcement Training Facility and Campus
17 Institute Drive
Concord, NH 03301
&
Zoom

<https://us02web.zoom.us/j/83255636113?pwd=NHVzWkZW 01daZFFxclJVK1 ZiOkxadz09>

- 1. Call to Order:** At 1:00 pm Chairman Chief Anthony King called the first official meeting to order.
- 2. Welcome and Opening Remarks:** Chairman King welcomed everyone and explained the makeup of the Governor appointed NH Law Enforcement Accreditation Commission (Executive Order 2022-06).

How we got here: Chief Hoebeke and Director Scippa provided an overview of the creation of this Commission. There has been a long desire to have a state specific accreditation program recognizing the professional departments within NH who may find the national accreditation unobtainable for multitude of reason. A program was originally launched in the early 90's but was halted due to proprietary challenges. As result of the recent LEACT Commission recommendations, a partnership between NHPST and the NHACOP Association was formed creating a working group to bring a state accreditation program to fruition.

3. Introduction of the Commission / Role-Call

Committee Chair: Chief Anthony King Stratham Police Department present – in person
Committee Vice Chair: Chief (Ret). Ron Ace civilian member present – in person
Secretary: Chief Mark Chase Center Harbor Police Department present – in person
Commission member: Sheriff Mark Brave – Strafford County present - in person
Commission member: Chief Joseph Hoebeke Hollis Police Department present – in person
Commission member: Director John Scippa NH Police Standards & Training present – in person
PST Designee: Captain Adam Hawkins NH Police Standards & Training present – in person
Commission member: Senator Sharon Carson NH Senate: Absent
Commission member: Representative Terry Roy NH Representative present - in person
Commission member: Dr. Jeffrey Czarnek SNHU: present - via zoom
Commission member: Attorney General John Formella NHDOJ present – via zoom
DOJ Designee: Senior Assistant Attorney General Matthew Broadhead NHDOJ present – via zoom

Staff present: AAG Stacie Moeser NHDOJ/PST (Board Counsel) – in person

Chief (Ret). Michael French NHACOP contractor – in person
Chief/US Marshall (Ret.) Steven Monier NHACOP contractor –
via zoom
Dara May PST (Program Assistant) – in person

- 4. Accreditation Program Funding:** Director Scippa explained that PST received a \$100,000.00 grant through the COPS Office/NHDOJ to stand up a NH Accreditation program. \$25,000.00 was assigned to the NHACOP to begin this project who contracted the services of Chief (Ret). Michael French and Chief (Ret). Steven Monier. Both individuals are retired NH Chiefs, have experience in National Accreditations and are well respected subject matter experts. A motion was made by Director Scippa and seconded by Chief Chase to seek Governor and Council approval to accept the remaining funds and use them for costs to stand up the program including the hiring of a program manager . A rollcall vote was cast and the motion passed unanimously.
- 5. Creation of the position of NH Accreditation Program Manager:** Director Scippa spoke about the importance of this position. Attorney Moeser provided an explanation on the Governor and Council approval process. There was general discussion by the Commission regarding the professional services provided by Chief (Ret.) French and Chief (Ret.) Monier in setting up the current 111 draft standards. A motion was made by Director Scippa and seconded by Chief Chase to seek Governor and Council approval to accept the remaining grant funds to hire a program manager. A rollcall vote was cast and the motion passed unanimously. A motion was made by Chief Hoebeke and seconded by Chief (Ret). Ace to enter into a contract to hire Michael French as the Program Manager, subject to approval by Governor and Council. A rollcall vote was cast and the motion passed unanimously.
- 6. NonPublic Sessions:** No nonpublic sessions were held.
- 7. Contract with PowerDMS as NH Accreditation Program Records Management System:** The working group had looked at 3 companies for the NH accreditation records management software system, and recommended PowerDMS based on its technical capabilities, they are the required software for departments in the national accreditation program so it allows for easy transition, and they will provide \$20,000.00 to the program annually. The estimated fee schedule is as follows: \$550.00 annually for departments under 50 and \$650.00 annually for departments 50 and greater. Attorney Moeser and Chief Hoebeke will continue to work with PowerDMS to finalize the contract. A motion was made by Director Scippa and seconded by Chief Hoebeke to recommend entering a sole source contract with PowerDMS to Governor and Council. A rollcall vote was cast and the motion passed unanimously.
- 8. Standards development update:** The draft standards have undergone an initial review and after receiving feedback from the working group further revisions will be made. These standards will also be checked to ensure they are compliant with the National Accreditation standards found in Section 19 of Executive Order 14074. Once the standards are complete there was discussion regarding the need to copyright the manual. Mike French anticipates that the standards will be ready for approval by the Commission in 2 months.
- 9. Fee structure for participating agencies:** Representative Roy asked whether a fund needed to be established or if further grant funding was available to ensure the program is sustainable. At

this time the only known grant funding was what we have received to stand up the program. It is hoped that the program will be sustainable with reinvestment of PowerDMS funds, much of the accessing work being able to be completed remotely, the use of volunteer accessors, and the proposed fee structure. Discussions are also underway with Primex, the state's largest municipal liability insurer, to see if rates would be reduced for those who become accredited. The following fee schedule was proposed in a motion by Chief Hoebeke that was seconded by Representative Roy: departments under 10 officers, \$500.00; 10-25 officers, \$750.00; 26-75, \$1000.00; and over 76 officers, \$1500.00. A rollcall vote was cast and the motion passed unanimously.

10. Other new business: None.

11. Items for consideration: The draft Enrollment Form was distributed and discussed as well as the Commission logo. The Program Manager and/or Commission members will try to deliver a presentation at the upcoming Primex Conference and the NEAPAC Conference. It was also discussed on the importance of explaining the benefits to community governing boards.

[At approximately 2:10 p.m. Attorney General Formella exited the meeting and his designee Senior Assistant Attorney General Broadhead participated as a voting member.]

12. Meeting schedule/next meeting date: The next meeting will be held at:

NH Police Standards & Training
Arthur D. Kehas Law Enforcement Training Facility and Campus
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February 6, 2023 at 1:00 pm

By zoom: <https://us02web.zoom.us/j/83255636113?pwd=NHVzWkZWQ1daZFFxclJVK1ZiQkxadz09>

13. Adjournment: A motion to adjourn was made and seconded. The vote was passed unanimously and the meeting was adjourned at 2:40 pm.

Respectfully submitted

Chief Mark C. Chase