

**LACOMBE POLICE COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, JUNE 24, 2015**

Attendees: Jonathan Jacobson, Chair
Peter Bouwsema, City of Lacombe Councillor
Tammy Gagnon, Vice-Chair
Robert Huff, Commission Member at Large
Donna Korpess, Commission Member at Large
Tom Tack, Commission Member at Large (to 10:30 a.m.)
John Walker, Commission Member at Large

Regrets:

Others: Chief Steve Murray, Lacombe Police Service
Inspector Lorne Blumhagen, Lacombe Police Service
Norma MacQuarrie, Chief Administrative Officer
Barbara Wilton, Human Resources Manager
Ross Pettibone, Recording Secretary

1. Call to Order

Jonathan Jacobson called the meeting to order at 9:02 A.M.

2. Adoption of Agenda

The Agenda was adopted as amended to move Item 7.5 to Item 4.1 (Presentations) and to move Item 7.6 to the next meeting.

MOVED by John Walker that the agenda be adopted as amended.

CARRIED UNANIMOUSLY

3. Adoption of Minutes

3.1 May 20, 2015 Meeting Minutes adopted with amendments to Item 2 "...agenda approved as amended."

MOVED by John Walker that the May 20 Minutes be adopted as amended.

CARRIED UNANIMOUSLY

4. Presentations

Wendy Moshuk, Public Complaints Director (PCD), reported to Commission members on the Public Complaints Director position duties, to assist in defining a process for candidate recruitment selection, succession planning, and development of a PCD position description with periodic reviews (per the Strategic Plan Objective 4.5). The PCD role includes making citizens

aware of options available to them and should be well understood by the community. Independent public access to an autonomous PCD, and secure record storage at city offices for the Commission was recommended.

5. Reports

5.1 Chief of Police Monthly Report-May 16, 2015 – June 19, 2015

- 5.1 a PROS Mayor's Report – May 2015.
- 5.1 b Lacombe Police Service CPO1 Traffic Unit Report – May 2015.
- 5.1 c SRO Report – N/A
- 5.2 General Ledger Department Report - (Period 5 – June 16, 2015)
- 5.3 Public Complaints Director Report (Verbal – Nothing to Report)

Discussion Items / Action Plans:

Chief Murray provided the Commission with an overview of activities, complaints, policy/operational statistical information, and human resources. The following items from the above reports were discussed by Commission members:

- Chief Murray reported on one complaint against the service (unsatisfactory service) and one against a former member.
- Chief Murray reported on the status of recruitment efforts.
- Commission members were informed of the behavioural descriptive interview process utilized to select LPS candidates.

MOVED by John Walker to accept all reports (5.1/5.2/5.3) as presented.

CARRIED UNANIMOUSLY

5.4 Policy Facility Update

Chief Murray reported on Police Facility progress. The tender had closed and a successful bidder had been chosen within budget. Work was expected to commence in early August, 2015.

6. Old Business

6.1 Monthly Commission Sub-Committee Updates

Commission members reported on work progress for their various subcommittees.

- Administrative Support: Tammy Gagnon and Donna Korpess would meet by August and report budget implications in August with a completed job description and salary.
- Professional Development: Jonathan Jacobson and Robert Huff would report in July.
- Public Complaint Director: Tom Tack and Wendy Moshuk reported earlier on the role of Public Complaint Director, with details including PCD access to complaint records

to be finalized and reported at the July meeting, and incorporated in Policy following approval.

- Commissioner Selection Sub-committee: Councillor Bouwsema reported that an upcoming meeting with the Mayor, CAO and Police Chief was planned to discuss options for commissioner selection and report back at the July meeting.

6.2 Quarterly Review of Draft Strategic Plan

Commission members reviewed and amended the Strategic Plan, which will be completed once subcommittees complete their work and today's related agenda items are finalized.

Item 1.2: To be assessed with Item 7.4 LPS HR Plan

Item 1.3: Incorporated in Policy

Item 1.5: Updated to Q1 2017 Completion.

Item 1.7: To be assessed with Item 7.2 Dispatch Review Report

Item 2.1: Complete

Item 2.2: Complete

Item 2.3: To be assessed with Item 6.3 Draft CAO Policy

Item 2.4: Complete

Item 2.6: Completion by 2017 per HR Plan

Item 3.1: Complete

Item 3.2: For inclusion in budget deliberations (website)

Item 3.3: Complete

Item 3.4 – Complete

Item 4.1 – To subcommittee

Item 4.2 – To subcommittee

Item 4.3 – To subcommittee

Item 4.5 – To subcommittee

Item 4.6 – Complete with final commission version completion by Q1 2016.

Item 4.7 – Incorporated into Annual Work Plan

MOVED by Peter Bouwsema that the Commission Annual Work Plan be accepted as amended.

CARRIED UNANIMOUSLY

6.3 Draft CAO Policy

Jonathan Jacobson distributed the current draft CAO Policy to Commission members, proposed for inclusion in the Commission Policy manual. The Policy will be effective following council approval of related updates to Section 10 of Bylaw 78, and successful approval and implementation of recommendations from the Administrative Support Subcommittee.

MOVED by Peter Bouwsema that the Commission approve the CAO policy 001-2015 pending Council approval of corresponding amendments to Bylaw 78 section 10.

CARRIED UNANIMOUSLY

6.4 Review of Data Required for Resourcing Proposals

Deferred to Q4 for discussion of long term staffing needs.

6.5 Budget – Items for Targeted Reserve Transfer

Deferred to annual budget meeting (September 16) for discussion of how and which budget items are transferred to reserve.

- 6.6 Self Assessment Forms Collection
Chair Jacobson requested and collected outstanding forms.

7. New Business

- 7.1 Lacombe Police Commission Self Assessment
Self-assessment results would be discussed next meeting.

- 7.2 Dispatch Review Report
Chief Murray distributed the Dispatch Review Report for discussions by Commission members, and presented a proposal for Lacombe Police Service based police dispatch (not including Fire and EMS), highlighting advantages such as faster call processing. Commission members were informed one additional staff member would be required. Tentatively the plan could be implemented January 1, 2017 once relocation to the new Police Facility had occurred, provided Council gave proper notice to opt out of the current contract.

MOVED by Peter Bouwsema that the Commission receive the Police Dispatch report as information.

CARRIED UNANIMOUSLY

- 7.3 Lacombe Police Commission Annual Plan
Chair Jacobson will begin work on the plan.

- 7.4 Annual Review of LPS Human Resource Plan
Chief Murray distributed and reviewed the H.R. Plan with Commission members. The SRO would be removed from the HR plan. Chief Murray informed Commission members that the School Resource Officer program was no longer supported following a meeting of Wolf Creek Public School Board.

8. Information

- 8.1 Next Meeting
July 15, 2015, 9:00 a.m. Commissioner Gagnon would be absent due to other commitments.

MOVED by Peter Bouwsema that the Commission confirm its next meeting for July 15, 2015 at 9:00 a.m.

CARRIED UNANIMOUSLY

- 8.2 Correspondence from Solicitor General
For Information Only

- 8.3 Budget Correspondence
Commission members reviewed the budget submission deadline to administration of October 1. Budget details would be included for the LPS HR Plan and the Dispatch Review as necessary.

9 In Camera

MOVED by *Peter Bouwsema* that the Commission move In Camera at 11:49 a.m. to discuss two personnel items.

CARRIED UNANIMOUSLY

MOVED by *Donna Korpass* that the Commission return to open meeting at 12:34 p.m.

CARRIED UNANIMOUSLY

10 Emerging Items


(None)

11. Adjournment

MOVED by *John Walker* to adjourn the meeting at 12:35 p.m.

CARRIED UNANIMOUSLY

NEXT MEETING of the LPC is scheduled for 9:00 A.M., July 15, 2015.



Chairperson



Secretary