

**LACOMBE POLICE COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, OCTOBER 21, 2015**

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

Others: Chief Steve Murray, Lacombe Police Service
Ross Pettibone, Recording Secretary

Regrets: Tammy Gagnon, Vice-Chair

1. Call to Order

Jonathan Jacobson called the meeting to order at 9:08 A.M.

2. Adoption of Agenda

The Agenda was adopted as amended to add Item 7.4 under New Business as submitted by Chief Murray (Budget Briefing handout and Position Request/Dispatch Updates). Hard copies of the Agenda would be provided in advance for members as required for future meetings.

MOVED by Donna Korpass that the agenda be adopted as amended.

CARRIED UNANIMOUSLY

3. Adoption of Minutes

3.1 September 16, 2015 Meeting Minutes were approved as presented.

MOVED by Donna Korpass that the September 16, 2015 Minutes be adopted as presented.

CARRIED UNANIMOUSLY

4. Presentations

None.

5. Reports

5.1 Chief of Police Monthly Report-September 11, 2015 – October 16, 2015

- 5.1 a One Horse Town Briefing Note
- 5.1 b Letter from City regarding fleet hail damage
- 5.1 c PROS Mayor's Report – September 2015.

- 5.1 d Lacombe Police Service Community Peace Officer Traffic Unit Report – September, 2015.
- 5.1 e School Resource Officer Report – September, 2015
- 5.2 General Ledger Department Report - (to October 13, 2015)
- 5.3 Public Complaints Director Report (Verbal) / Nothing to Report.
- 5.4 Police Facility Update (Chief)

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 updated the Commission on the total actual violation tickets and warnings issued on the September CPO Report was 167.
- Chief Murray updated Commission members on recent items not within the reports, including one arrest related to recent graffiti and a structure fire on October 20. Police had received only 3 complaints of vandalism.
- Chief Murray informed Commission members the SRO report was being re-formatted with statistical information. The SRO Report would be provided to the school division monthly and discussed with principals in advance of school division meetings.
- Chief Murray reported on hail damage to the fleet and repair costs. Two vehicles would be repaired with cash settlements to vehicle reserve for remainder.
- Chief Murray provided Commission members with a brief summary of the One Horse Town event including compensation for policing costs. The event was very well run.
- Chief Murray reported for the period that when expected items were accounted for in the general ledger by end of September, the Lacombe Police Service was currently under budget. Commission members requested a report of monthly receivables for traffic enforcement fines.
- The Commission was requested to endorse a proposal for the Chief to commence discussions with City staff for provincial tenants to have a part time presence within the new Police Facility.
- Commission members reviewed the public complaint process and recommended that the new website contain a description of the process and a consistent cellular phone number. The PCD requested training and associated fees supported for November 9 in Calgary.

MOVED by *John Walker* that the Commission approve the necessary expenditures for the Public Complaint Director to attend training in Calgary on November 9.

CARRIED UNANIMOUSLY

MOVED by *Robert Huff* that the Commission direct the Chief of Police to investigate the possibility of probation being housed in the Police Service Building.

CARRIED UNANIMOUSLY

MOVED by *Peter Bouwsema* to accept all reports (5.1/5.2/5.3) as presented.

CARRIED UNANIMOUSLY

5.4 Policy Facility Update

Chief Murray reported that Police Facility construction progress was on target with footings and foundational walls in place. Steel was to be erected next week.

6. Old Business

6.1 Self Assessment Results

Commission members were informed that Human Resources and the Chair are revising the Self Assessment forms for next year to be more reflective of the Lacombe Police Commission. Members decided to table the issue until new forms were available.

MOVED by Peter Bouwsema that the Commission remove Self Assessments for 2015

CARRIED UNANIMOUSLY

6.2 Sub-Committee Final Drafts

The PCD Subcommittee recommended that the submission 6(1)(b) as presented be incorporated into the Commission Policy Manual.

MOVED by John Walker that the Lacombe Police Commission incorporate the PCD subcommittee Public Complaint Director Policy 6.1(b) into the Lacombe Police Commission Policy Manual.

CARRIED UNANIMOUSLY

6.3 Budget Capital Expenditures for Transfer to Reserve

Chief Murray will provide an updated 10 Year Capital Plan when available. During the Annual Plan discussion in January, Commission members would review the adequacy of capital reserve budget.

MOVED by Donna Korpass to review the Budgeted Capital Expenditures for Transfer to Reserve in January during the LPC Annual Plan discussion.

7. New Business

7.1 Annual Work Plan Updates

Commission members reviewed the updated LPC Annual Work Plan.

MOVED by Peter Bouwsema to accept the amended Annual Work Plan as presented.

CARRIED UNANIMOUSLY

7.2 Automated Traffic Enforcement

Chief Murray reported on work underway in compiling collision statistics and a 13 percent increase in licensed drivers in Lacombe, confirming that automated enforcement was a contributor to success in changing drive behaviour. Commission members were informed the enforcement contract was between the City and the Contractor and that the Chief was consulted for recommendations on approved enforcement zones and tolerance levels. Commission members discussed program oversight on enforcement zones and time of enforcement. No automated enforcement data was currently available for review.

MOVED by John Walker that the Commission withhold further decision on automated enforcement until adequate data is available.

CARRIED UNANIMOUSLY

7.3 October 13 Budget Presentation Update

Commission Members discussed the October 13 budget presentation to Council for information.

7.4 Budget Briefing/Position Request/Dispatch Updates

- Chief Murray provided a Briefing Note handout to members and highlighted relevant sections of the Financial Management policy and City policy for including Position Request Forms during the budget process. City amendments to the LPS Budget were reviewed. The communication process with the City Council Liaison and Chief of Police will be formalized for the following year. Chief Murray provided updated figures for dispatch that included phone upgrades and computerization, in addition to possible updates to a provincial first responder radio communication system.

MOVED by Robert Huff to Direct the Chair and the Chief to present the budget to Council as submitted by the Commission on September 16, 2015.

CARRIED UNANIMOUSLY

8. Information

8.1 Next Meeting

Commission members confirmed the next meeting for November 18, 2015 at 9:00 a.m.

9 In Camera

MOVED by Peter Bouwsema to move in Camera at 11:32 a.m. to discuss two items; 1) Personnel (Employment Agreement) and 2) Personnel (Commissioner Applications).

CARRIED UNANIMOUSLY

MOVED by Peter Bouwsema that the Commission return to Open Meeting at 11:51 a.m.

CARRIED UNANIMOUSLY

MOVED by Peter Bouwsema that the Commission ratify the Contract between the City of Lacombe, Lacombe Police Commission, and Thomas Steven Murray as presented

CARRIED UNANIMOUSLY

10 Emerging Items

LPC Policy Manual Updates - November

11. Adjournment


MOVED by John Walker to adjourn the meeting at 11:52 a.m.

CARRIED UNANIMOUSLY

NEXT MEETING of the LPC is scheduled for 9:00 A.M., November 18, 2015.



Chairperson



Secretary