

**LACOMBE POLICE COMMISSION
REGULAR MEETING MINUTES
THURSDAY, JUNE 20, 2013**

Attendees: Tammy Gagnon, Chairperson
Colleen Robinson, Vice-Chair (*arrived at 2:36 PM*)
Donna Korpress, Commission Member at Large
Tom Tack, Commission Member at Large
Bob Huff, Commission Member at Large
Peter Bouwsema, City of Lacombe Councillor
Casey Kooyman, Commission Member at Large (*arrived at 2:06 PM*)

Others: Chief Steve Murray, Lacombe Police Service
Bert Assen, Human Resource Manager, City of Lacombe
Lesley Kelly, Manager, Policing Oversight & Funding Programs, Justice & Solicitor General
Doreen Simon, Recording Secretary

1. CALL TO ORDER

Chair Tammy Gagnon called the meeting to order at 2:04 PM.

2. ADOPTION OF AGENDA

MOVED by Peter Bouwsema that the agenda be adopted as circulated. **CARRIED**

3. ADOPTION OF MINUTES

3.1 May 15, 2013 Regular Meeting Minutes

MOVED by Donna Korpress to accept the regular meeting minutes of May 15, 2013 as circulated.

CARRIED

4. PRESENTATIONS

Commission Member, Casey Kooyman arrived at 2:06 PM.

New Business agenda item 7.1 was reviewed In-Camera at this time 2:07 PM – 3:36 PM.

MOVED by Bob Huff to go in-camera at 2:07 PM.

CARRIED

Commission Member, Colleen Robinson arrived at 2:36 PM.

MOVED by Peter Bouwsema to return to regular meeting at 3:36 PM.

CARRIED

MOVED by Bob Huff that the LPS 2013 Employee Opinion Survey Results report be accepted as information and that the Lacombe Police Commission be provided with periodic updates.

CARRIED

Personnel Matters were discussed In-Camera at this time 3:37 PM – 4:00 PM.

MOVED by Bob Huff to go in-camera at 3:37 PM.

CARRIED

MOVED by Colleen Robinson to return to regular meeting at 4:00 PM.

CARRIED

MOVED by Donna Korpass to recommend to Council the hiring of an additional constable from August 1, 2013 instead of January 1, 2014 as per the approved Lacombe Police Services Human Resources Plan.

CARRIED

Meeting recessed at 4:10 PM.

Meeting resumed at 4:15 PM.

5. REPORTS

5.1 Chief of Police Monthly Report - May 2013

Chief Murray provided the Commission an overview of the Chief of Police Monthly report for May 2013 on Professional Standards; Policy; Training/Seminars/Conferences; Operational Activities; Human Resources and Discussion Items/Action Plans.

Chief Murray further provided and reviewed the 2012 False Alarm Monthly statistical report for the Commission's information suggesting that LPS continue to respond to alarms without cost however if false alarms become problematic it should be addressed through a fine structure.

Peter Bouwsema suggested the Professional Standards and Human Resources information section of the Chief's report be provided apart from the main report and for in camera discussion only as the sections pertain to personnel issues. Chief Murray committed to providing future reports in the format as suggested.

a) Mayor's Report

The Mayor's Report for the month of May 2013 was provided for the Commission's information.

Chief Murray informed the Commission the report also includes a new format and

requested the Commission's feedback on how they would like to see the information. The Commission expressed interest in receiving a comparative report from the previous year in a separate column or directly under the 2013 amount to be included in the new format and provided on a quarterly basis.

b) LPS – CPO1 Traffic Unit Report

The CPO1 Traffic Unit Report for the month of May 2013 was provided for the Commission's information. Chief Murray requested and received clarification from the Commission that the CPO1 Traffic Unit report should not include the fine amounts. Discussion followed on the possibility of including a collective report from all LPS traffic units.

c) SRO Report

The SRO's Report for the month of May 2013 was provided for the Commission's information.

5.2 General Ledger Department Report - May 2013

General Ledger Department Report for May 2013 was provided for the Commission's information.

5.3 Public Complaints Director Report - May 2013

Public Complaints Director Report for May 2013 was provided for the Commission's information.

MOVED by Colleen Robinson that the Commission accept all the reports as presented.

CARRIED

6. OLD BUSINESS

6.1 LPS Cell Phone Policy

Chief Murray presented the Commission with a policy on the *Use, Care and Handling of LPS issued Mobile Communication Devices* for the Commission's review and approval. Chief Murray advised that the policy was drafted and in line with the City of Lacombe's policy and any procedural documents issued by the Computer and Information Systems Department.

MOVED by Bob Huff that the Commission adopt the Lacombe Police Service Phone Policy as presented.

CARRIED

7. NEW BUSINESS

7.1 LPS 2013 Employee Opinion Survey Results - Bert Assen

This agenda item was reviewed In-Camera at 2:07 PM.

MOVED by Peter Bouwsema to defer agenda items 7.2, 7.3, 7.4 and 7.5 to the July 16, 2013 meeting.

CARRIED

7.2 Commission Strategic Plan

This item was deferred to the July 2013 meeting.

7.3 New Chief of Police Strategic Plan

This item was deferred to the July 2013 meeting.

7.4 Chief of Police Ethical Guidelines

This item was deferred to the July 2013 meeting.

7.5 Website - Meeting Minutes & Agenda Items

This item was deferred to the July 2013 meeting.

8. INFORMATION

9. IN CAMERA

Two items were discussed In Camera from 2:07 PM to 4:00 PM.

10. ADJOURNMENT

MOVED by Colleen Robinson to adjourn the meeting at 5:20 PM.

CARRIED

NEXT MEETING is scheduled for 9:00 AM, July 16, 2013.

Chairperson

Secretary