

**LACOMBE POLICE COMMISSION
REGULAR MEETING MINUTES
TUESDAY, SEPTEMBER 23, 2014**

Attendees: Tammy Gagnon, Chairperson
Peter Bouwsema, City of Lacombe Councillor
Robert Huff, Commission Member at Large
Jonathan Jacobson, Commission Member at Large
Casey Kooyman, Commission Member at Large
Donna Korposs, Commission Member at Large
Tom Tack, Commission Member at Large

Regrets:

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

1. Call to Order

Tammy Gagnon called the meeting to order at 9:01 A.M.

2. Adoption of Agenda

MOVED by Peter Bouwsema that the agenda be adopted as presented.

CARRIED

3. Adoption of Minutes

3.1 August 6, 2014 Meeting Minutes.

MOVED by Peter Bouwsema that the August 6, 2014 Minutes be adopted as circulated.

CARRIED

4. Presentations

None

5. Reports

5.1 Chief of Police Monthly Report-July 30, 2014 – September 18, 2014:

- 5.1 a PROS Mayor's Report – August 2014.
- 5.1 b Lacombe Police Service CPO1 Traffic Unit Report – August 2014
- 5.1 c SRO Report – Available in October.
- 5.2 Public Complaints Director Report (Verbal/None received).
- 5.3 General Ledger Department Report (Period 8/to end of August)

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 that he issued a service directive to respond to criminal flight.
- Chief Murray reported on training scheduled for nine members in partnership with Calgary police service.
- Chief Murray reported on recent vehicle thefts throughout central Alberta and one arrest.
- Chief Murray informed Commission members of an increase in calls for service in July.
- Chief Murray reported on the benefits from implementing the proactive duty log and foot patrols.
- Commission members discussed repairs to vehicle bay door after failure of a wall rail and vehicle antenna damage. Given that the building would be repurposed after relocation to the new facility, a cost effective non-commercial repair solution was recommended.
- Chief Murray reported that an LPS vacancy was now filled. Constable Vaughan Bleasdale commenced work as of September 2, and the Chief would arrange introduction of officers to the Commission at subsequent meetings.
- Chief Murray reported a police vehicle video system had been repaired with parts salvaged from the Alberta Sheriffs who had replaced the same models last year.
- Commission members were informed of discussions toward the required implementation of Biometrics for Live Scan compliance.
- Chief Murray reported the per capita vehicle collision frequency has decreased.
- In conjunction with 5.2, the Chair and the Chief agreed to hold a separate discussion with a Commission member at 1:00 p.m. regarding PCD role requirements.
- Chief Murray reported that expenditures were forecasted to be on budget, with 68 percent of budget utilized to date.
-

MOVED by Bob Huff to accept all reports (5.1/5.2/5.3) as presented.

CARRIED

5.4 Oversight Standards Audit

Nothing to report.

5.5 Police Facility Design Committee

Chair Gagnon provided a status report on the Police Facility Design Committee (PFDC) who had selected Stephens Kozak as project and design architect, with another PFDC meeting scheduled for September 29. Chief Murray would provide a blue print at the pre-budget meeting for Commission Members. A needs assessment for the new facility is ongoing.

5.6 Automated Enforcement Second Quarter Report

Chief Murray reported on comments received at the Coffee with Council session and response regarding a speed limit reduction. Traffic had been slowed and less vehicle collisions had resulted. Automated Enforcement would be discussed further pending November's Council decision on the contract.

5.7 LPC Strategic Plan

Commission members reviewed progress on LPC Strategic Plan items and updates. Research would be conducted and follow up with Russell Farmer prior to next meeting. Assistance from administration to develop communications messaging was requested, with follow up by Chief Administrative Officer Norma MacQuarrie and Casey Kooyman.

6. Old Business

6.1 5 Year Financial Report

Michael Minchin, Corporate Services Director, provided a summary of the 2008-2014 Operating Budget to Actual Comparison. The majority of expenditures were for committed wage costs. It was confirmed Ambulance dissolution proceeds of \$385,000 were directed to the police reserve account.

The Police budget discussion will include consideration of increased fixed policing costs due to population growth, with 6 percent of budget remaining for training, vehicles, and equipment, including a recommendation on Automated Enforcement, for budget presentation to Council October 6 along with the Policing Plan and Annual Report.

6.2 Sample Volunteer LPC Job Descriptions for Recruitment

Chair Gagnon distributed a draft job description for review and input from the Commission. Comments will be incorporated in the amended version.

MOVED by *Peter Bouwsema* to accept the revised recruitment document as amended.

CARRIED

6.3 Policy Draft (CAO Role at LPC Meetings)

Draft will be ready for October meeting.

6.4 2013 LPS Annual Report (Chief)

Chief Murray presented the draft 2013 Annual Report and reviewed highlights and received comments for minor edits. The Report would be presented to Council with the Budget on October 6.

MOVED by *Peter Bouwsema* to accept the 2013 LPS Annual Report as amended.

CARRIED

6.5 LPS Business Plan Annual Review (Chief)

Chief Murray presented the updated 2012-2016 Business Plan for review. A community survey will be conducted every three years, the next one in 2015 and aligned to the spring Coffee with Council session.

MOVED by *Donna Korpess* to endorse the 2012-2016 LPS Business Plan as amended.

CARRIED

6.6 City Org. Chart Review

Discussion deferred pending other updates to the City organization chart.

7. New Business

7.1 Preliminary Budget-2015

Prior to the October 6 Police Budget presentation to Council, a budget deliberation meeting was scheduled for Tuesday September 30, 10:00 a.m.

7.2 2015 LPC Commission Membership

There were two Commission member terms expiring, and interest from one incumbent in serving another term. To accommodate schedules, Commission Members tentatively scheduled meetings in 2015 for January 5 and March 25. Commission members were informed of the application process and positions will be advertised.

8. Information

8.1 Next Meeting

To accommodate schedules, Commission Members tentatively scheduled the next meeting for October 22, 2014.

MOVED by Donna Korress that the next meeting of the Lacombe Police Commission be scheduled for Wednesday, October 22, 2014, 9:00 a.m.

CARRIED

8.2 Mail to Chair

Two letters were received for information on Peace Officers' Memorial Day September 28, 2014, and on the Commission ceremony presentation September 27, 2014.

In Camera

MOVED by Bob Huff that the Commission move in camera at 11:59 a.m.

CARRIED

MOVED by Bob Huff that the Commission return to open meeting at 12:01 p.m.

CARRIED

Adjournment


MOVED by Donna Korress to adjourn the meeting at 12:01 p.m.

CARRIED

NEXT MEETING of the LPC is scheduled for 9:00 A.M., October 22, 2014.



Chairperson



Secretary