

**TOWN OF ANNAPOLIS ROYAL
BOARD OF POLICE COMMISSIONERS MEETING
Minutes February 15, 2012**

CALL TO ORDER: The meeting was called to order at 9:00am by Chair Power.

PRESENT: Chair Power, Secretary Mueller-Sparenberg, Chief McNeil, ex-officio Mayor Roberts, Jerri Costa, Jane DeWolfe, Administrative Assistant Monica Mills as recording secretary.

REGRETS: Vice Chair Brian Keevill

ADDITIONS/DELETIONS TO AGENDA:

-Business Arising #7 - An update from Brian Keevill regarding proposed action from the Business community concerning parking tickets.

APPROVAL OF AGENDA

Motion 1:

It was moved by Secretary Mueller-Sparenberg, seconded by Jerri Costa that the agenda dated February 15, 2012 be approved. Motion carried.

APPROVAL OF MINUTES: January 12, 2012

Motion 2:

It was moved by Jane DeWolfe, seconded by Secretary Mueller-Sparenberg that the minutes dated January 12, 2012 be approved. Motion carried.

PRESENTATIONS: none

BUSINESS ARISING

Item	Decision /Action	Responsibility	Target date
Update on Corporal Applications	Chief McNeil stated that he referred to this matter in his report. He added that he had received approximately 10 applications; however, only four met the requirements. The Board discussed the hiring process. It was decided that Secretary Mueller-Sparenberg, Vice Chair Keevill, Chief McNeil and CAO Boyer would be on the Selection and Interview Committee. A short list of candidates will be prepared on March 6, 2012 at 9:00am.	Chief McNeil	
January 12 Dept. Financials	The Board reviewed the departmental financials as of February 10 th , 2012. Chief McNeil stated that vehicle maintenance would be over budget as the donated vehicle needed a lot of repairs. He also stated that he had increased the overtime amount by \$2000.00 to \$9500.00 and the recruitment line had been increased to \$1500.00 in the 2012 – 2013 budget proposal		
Open house plans Feb 20, 2012	Jerri Costa stated that she has been preparing a lot of information for the open-house. Chief McNeil stated that the officer on duty would be attending.	Chief McNeil	
Mirror at Babineau Heights	Chief McNeil stated that he had sent an email to Board members regarding the issue. He added that he had reviewed the situation at the intersection. He stated that if the vehicle was pulled up to the stop sign, there was no issue with visibility. He added that he did not believe that a mirror at that intersection would be necessary. The Board discussed the various intersections in Town that were dangerous. Chief McNeil stated that the majority of residents approach intersections with caution. Mayor Roberts asked about the accident that occurred last week. Chief McNeil stated that two cars collided on St George Street as the result of one vehicle being in the incorrect lane.		
DOJ Audit	Chair Power stated that she had expected an update from the Department of Justice regarding the audit. Chief McNeil stated that he had contacted Fred	Chair Power	

	Sanford, who informed him that the audit was still with him and had to be sent for ministerial approval. Chair Power stated that she will contact Mr. Sanford and report to the Board in March.		
Discussion regarding manual and dept.by-law	Discussion was tabled until March due to the confusion on the documents to be reviewed. A package containing all of the information will be compiled and provided to Board members in advance of the March meeting	Put all documents in a one package.	
Update from Brian on the actions from the Business Community	Reference to proposed actions taken tabled until March due to absence of Vice Chair Brian Keevill.	Brian Keevill	

DEPARTMENTAL REPORT

Item	Decision / Action	Responsibility	Target Date
Chief's Report	<p>Chief presented his report. He stated that there is a technical issue with the PROS system therefore he could not provide statistics for January. He reported on the four summary offences that had been issued. Jerri Costa commented that parking signs were too high. Chief McNeil stated that there are regulations regarding the height of signage. Chair Power asked Chief McNeil about the absence in the department yesterday. Chief McNeil replied that he was not aware of the situation.</p> <p>Administrative Assistant Monica Mills explained that she had received a phone call from Constable Foster requesting Constable Campbell's cellular phone number as dispatch had contacted him stating that there was no officer on duty. Constable Foster stated that he could not reach Chief McNeil or Constable Campbell and that he would leave a message on Chief McNeil's phone as well as with Constable Campbell. Chief McNeil stated that he would review the situation.</p> <p>Chair Power asked Chief McNeil about Constable Thompson's reaction to the letter of offer from the Town. Chief McNeil stated that the letter</p>	Chief McNeil	

	<p>indicated the hourly wage and indicated that he had no guaranteed hours. He added that the constable did not react positively to this. Secretary Mueller-Sparenberg stated that Constable Thompson was hired on a casual basis; therefore, he could not anticipate full-time hours. He asked why Constable Thompson worked more hours than Constable Campbell during the period in review. Chief McNeil replied that it was due to Constable Campbell's vacation.</p> <p>Chair Power asked if either of the constables were eligible for the corporal position. Chief McNeil replied in the negative, adding that they currently lacked the necessary experience and managerial courses. The matter was moved in camera for further discussion.</p> <p>Jerri Costa asked that when the corporal position is filled if Constable Thompson would cease to be employed with the Town. Chief McNeil replied in the negative, adding that Constable Thompson would be a cheaper alternative than paying the other officers overtime.</p> <p>Chair Power suggested that the Board revisit the \$3500.00 flat fee paid to officers for standby, as this may minimize on-call costs. A committee consisting of Chair Power, Holger Mueller-Sparenberg, Mayor Phil Roberts, Chief McNeil and CAO Amery Boyer will meet to discuss options.</p>		
January Stats	Unavailable due to technical difficulties.	Chief McNeil	
<p>Department Overtime for The Board reviewed the overtime.</p> <p>Approval</p>		Chief McNeil	

NEW BUSINESS

Item	Decision / Action	Responsibility	Target Date
1. Review of cell phone packages	The Board reviewed the information. It was decided to stay with the current plan as it was most cost effective.	Chair	
2. Payment method for stand-by pay	This item was discussed earlier in the meeting. Chair Power requested a motion. Jane DeWolfe asked if the matter had been discussed with the	Chair/ Chief	

	<p>officers. Chair Power stated that it would be after Council reviewed a recommendation from the Board.</p> <p>Motion 3:</p> <p>It was moved by Secretary Mueller-Sparenberg, seconded by Jerri Costa that it be recommend to Council that the process be undertaken to return to a flat fee payment for stand by pay for the reason of controlling costs. Motion carried.</p> <p>Chair Power explained that it would be negotiated depending on historical data.</p> <p>Jerri Costa stated that she is involved with several different groups within</p> <p>Town and some have commented that the Police are being viewed negatively as they are seen to only drive around and ticket people. She suggested that they should increase foot patrols. Chief McNeil stated that the officers do foot patrols twice daily. He added that staff are more visible during June, July, August and September as they do bike patrols.</p>	Chair
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OTHER: none

Motion 4:

It was moved by Jane DeWolfe, seconded by Secretary Mueller-Sparenberg move in camera at 10:25am. Motion carried.

IN CAMERA -
personnel matter

Motion 5:

It was moved by Jane DeWolfe, seconded by Secretary Mueller-Sparenberg that the meeting move out of camera at 11:50am. Motion carried.

NEXT MEETING

THURSDAY, March 15, 2012 at 9:00am (Re-scheduled meeting date to be advertised in the March Town Crier)

ADJOURNMENT

Motion 6:

It was moved by Jane DeWolfe, seconded by Secretary Mueller-Sparenberg that the meeting be adjourned at 11:50am. Motion carried.