



**DEEP RIVER
POLICE SERVICES BOARD
MEETING MINUTES**



A regular meeting of the Deep River Police Services Board was held on Monday, February 4, 2020 at 5:00 p.m. in the EOC Room at the Town Hall

Attendance

Present:	Tracy Russell, Chair	TR
	Suzanne D'Eon, Mayor	SDE
	Kelly Lapping, Board Member	KL
	Christian Kaiser, Incoming Secretary	CK
Staff	Steve Lehoux, Acting Chief of Police	SL

1 Confirmation of Agenda

Resolution Number: 1
MOVED BY: Suzanne D'Eon
SECONDED BY: Kelly Lapping

BE IT RESOLVED THAT the regular meeting agenda for February 4, 2020, be adopted as presented.

CARRIED

2 Declarations of Pecuniary Interest

There were no declarations of pecuniary interest by any member of the Board.

3 Minutes of Previous Meetings

3.1 Minutes from the Regular meeting of January 13, 2020

Resolution Number: 2
MOVED BY: Tracy Russell
SECONDED BY: Kelly Lapping

BE IT RESOLVED THAT the minutes from the Regular meeting of January 13, 2020, be accepted as presented.

CARRIED

4 Review of Actions Arising from previous meetings

The list of ongoing actions from previous meetings, as recorded in the minutes of the previous meeting was reviewed and updated. Updates are recorded in the attached document – ***Actions arising***. All actions carried over are noted.

5 Report from the Chief

The Acting Chief of Police Steve Lehoux provided an update on the various matters listed, as per the attached report: ***RE: Deep River Police Services Board Meeting Agenda – February 4 2020***, dated January 31, 2020.

5.1 Hiring of New Police Constable

The Acting Chief of Police Steve Lehoux provided an update on the status of the recruitment process for a new constable. A shortlist has been selected from the applications received, and interviews with selected candidates will be conducted in the week of February 9, 2020.

5.2 Installation of GPS units in police cruisers

GPS units have been ordered, and will be installed on the police vehicles during the week of February 9, 2020. Installation of software, and training of staff will occur in the same week.

5.3 Court Briefs Packages delivered to court by E-File/SCOPE

IT consultant was brought in to install and setup required software. System has been tested, and all issues have been resolved. Training of staff will occur during February.

5.4 Police Services Contract (Insurance setup)

Setup of insurance benefits as per agreement has been completed, and all issues resolved.

6 Information Updates and On-going Projects

6.1 Recruitment of New Police Chief

The job advertisement for the new Police chief was reviewed and approved with the addition of education and experience qualifications. It was agreed that the advertisement will be placed in the following channels:

- The Ontario Association of Chiefs of Police
- The Canadian Association of Chiefs of Police
- The Association of Municipalities Ontario
- The North Renfrew Times
- The Petawawa Post (depending on cost)

It was further agreed that the interview panel would consist of Tracy Russell, Suzanne D'Eon, Kelly Lapping, and Chief Ron Gignac (Belleville Police Service).

6.2 OAPSB Zone 2 Meeting

CK provided an update on the planning performed to date, and presented feedback from Neil Fennel (OAPSB Zone 2 Chair).

6.3 Installation / use of FSET system

The IT consultant employed for installing E-File / SCOPE also evaluated the feasibility of using a local server. Acting Chief Lehoux will be meeting with FSET representatives from Thunder Bay to discuss further.

6.4 30-year pin for Chief Swarbrick

Certificate has been received from Governor General.

6.5 Memorandum of Understanding with Town of Deep River Administration

The Board discussed the benefits of developing a memorandum of understanding between the Police Service / Board and the Town of Deep River to describe the various services the Town provides the police Services with.

6.6 Community Safety and Wellbeing Plan

The Community Safety and Wellbeing Plan is a mandatory municipal requirement, and must be completed by January 2021. SDE reported back that the Town Council may be interested in requesting the Police Services Board to assist with the development of the CSWP.

6.7 Employee Family Assistance Program

The Board reviewed the agreement outlining the services to be provided by Morneau Shepell for the Employee Family Assistance Program. The Board unanimously agree to proceed.

Resolution Number: 3

MOVED BY: Suzanne D'Eon

SECONDED BY: Kelly Lapping

BE IT RESOLVED THAT the Deep River Police Service Board approves and signed the Morneau Shepell agreement for Employee Family Assistance Program benefits as a benefits service provider to the Deep River Police Service.

CARRIED

6.8 Court Security and Prisoner Transportation Program for 2020

SDE reported to the Board that the program as presented to the Town Council was approved. Town must sign the agreement by March 2, 2020. SL reported that Michelle Russell is gathering the required information for the required reporting.

7 New Business

No new business was raised for discussion at this meeting.

8 In-Camera Session

Resolution Number: 4
MOVED BY: Suzanne D'Eon
SECONDED BY: Kelly Lapping

WHEREAS the subject of this meeting deals with personal and/or intimate financial matters,

AND WHEREAS the Police Services Act, R.S.S., 1990, Chapter P.15, Section 35(4), (a) & (b) provides that a meeting to discuss such matters may exclude the public,

NOW THEREFORE BE IT RESOLVED THAT this meeting of the Deep River Police Services Board is hereby close to the public, the Board having determined that this action is in the public interest and in accordance with the applicable statute.

CARRIED

Entering In-camera meeting at: 18h51
Exiting In-camera meeting at: 19h10

9 Date and Time of Next Meeting

The next regular meeting is scheduled for **18h00, Tuesday, February 24, 2020**, in the EOC Room at the Town Hall.

10 Adjournment

Resolution Number: 5
MOVED BY: Tracy Russell
SECONDED BY: Kelly Lapping

BE IT RESOLVED THAT the Deep River Police Services Board hereby adjourns this regular meeting at 19h15.

CARRIED

Tracy Russell, Chair

Christian Kaiser, Secretary