

M I N U T E S
CHATHAM-KENT POLICE SERVICES BOARD MEETING
(REGULAR)

Boardroom
Chatham-Kent Police Headquarters
In-Person & Skype Meeting

March 9, 2022
Time: 10:01 A.M.

PRESENT:

Motion #

Mr. Patrick Weaver, Chair
Ms. M. Darlene Smith, Vice-Chair
Mr. Don Fuoco
Chief Gary Conn
Deputy Chief Kirk Earley

Skype

Councillor Marjorie Crew
Mayor Darrin Canniff

Guests

Mr. David Tilley, Police Services Advisor – Zone 6, Ministry of the Solicitor General

1. **Call to Order**

Welcome everyone and Guests

2. a) **Declaration of Conflict of Interest**

Councillor Crew has declared a conflict with Report #4.4

b) **Approval of Agenda**

The Chief has requested that he present Report # 4.2 first under the Chief's Reports- as we have a number of presenters, then I will present the remaining reports #4.1, #4.3 & #4.4 in order.

Moved by Mayor Canniff and seconded by M. Darlene Smith

"MOTION TO APPROVE THE AMENDED AGENDA"

#2925

Carried

c) **Approval of Minutes of January 19, 2022**

Moved by Don Fuoco and seconded by Councillor Crew

"MOTION TO APPROVE THE MINUTES OF JANUARY 19, 2022"

#2926

Carried

3. **Business Arising from Previous Minutes:** None

4. **Reports from Chief of Police:**

4.2 **2021 Year End Annual Report-Administrative Support Branch**

The Full Report will be posted on our website.

The Chief gave a brief presentation on the 2021 Year End Annual Report-Administrative Support Branch then turned the report over to the respective Unit Supervisors to expand on the report.

The administrative support portfolio is comprised of a team of sworn and civilian members that collectively keeps the Police Service functioning from behind the scenes. The branch consists of Quartermaster/Drug Exhibits, Property Coordinator, Information Technology Services, Building and Fleet Logistics, Firearms/Property, Records Management, Court Services and the Emergency Communications Center.

A complete and detailed breakdown of services provided by these sections is encompassed in the report. An executive summary outlines the services provided by each section and the impact they have on the business of policing. While each section has their own individual mandate of service level expectations, collectively they are dependent upon each other to ensure success.

The following presenters expanded on their roles and the day-to-day operations:

Presenters:

Inspector Jason Chickowski

Quartermaster / Exhibit Coordinator-Katie Eagen-See Pages 2-4

Property Coordinator-Colleen Stonehouse (presented by Inspector Jason Chickowski)

Infrastructure Management-(presented by Inspector Jason Chickowski) - See Pages 5-6

Corporate Services Section-Court Services, Records Management-Staff Sergeant Kate McArthur-See pages 8-19

Firearms/Training and Special Projects-Dwayne June designated Firearms Examiner (presented by Inspector Jason Chickowski) See Pages 20-21

Emergency Communication Centre-Sherri Summerfield (presented by Inspector Jason Chickowski)-See Pages 22-30

Thank you to all the presenters, great job!

Chair: Inspector please let Staff Sergeant Kate McArthur and her staff know how appreciative at the board level we are with all the upheaval over the last 24 months in the policing world. If the engine does not run, then nothing runs and the Administrative Support Branch, even when reduced to a single person tucked in the basement helps this engine run. From all appearances from the board level we are quite content with how this service has survived in the last 24 months and this a credit to your whole group!

Moved by M. Darlene Smith and seconded by Councillor Crew

“MOTION TO ACCEPT THE REPORT IN COMPLIANCE WITH O. REG. 3/99 SECTION 31 OF THE ONTARIO POLICE SERVICES ACT”

#2927

Carried

4.1 **New Hires, Reclassification, Retirement**

The Chief presented the report.

New Hires:

Moved by Don Fuoco and seconded by M. Darlene Smith

“MOTION TO APPROVE THE FOLLOWING NEW HIRES:

-THAT HELEN GRUBB BE HIRED AS A PERMANENT FULL-TIME EMERGENCY COMMUNICATION OPERATOR (ECO), GRADE 7 LEVEL 2, EFFECTIVE JANUARY 16, 2022;

-THAT KAYLA JOHNSON BE HIRED AS A PERMANENT PART-TIME EMERGENCY COMMUNICATIONS OPERATOR (ECO), GRADE 7B LEVEL 1, EFFECTIVE FEBRUARY 6, 2022;

-THAT MANUELA CARMONA BE HIRED AS A CADET-LEVEL 1, EFFECTIVE FEBRUARY 28, 2022;

-THAT CYNTHIA MOORE BE HIRED AS PERMANENT PART-TIME EMERGENCY COMMUNICATIONS OPERATOR (ECO), GRADE 7B LEVEL 2, EFFECTIVE MARCH 8, 2022; AND

-THAT LAUREN PERRY AND LINDSIE DEPELSMAKER BE HIRED AS CONTRACT SUMMER STUDENTS-TRAFFIC MANAGEMENT SECTION ASSISTANTS, EFFECTIVE MAY 2, 2022 UNTIL SEPTEMBER 2, 2022”

#2928

Carried

Reclassification:

Moved by Mayor Canniff and seconded by Councillor Crew

“MOTION TO APPROVE THE RECLASSIFICATION OF THIRD CLASS CONSTABLE SYDNYE GAGNER BE ELEVATED TO SECOND CLASS CONSTABLE, EFFECTIVE APRIL 9, 2022”

#2929

Carried

Retirement:

Moved by Don Fuoco and seconded by M. Darlene Smith

“MOTION TO ACCEPT THE RETIREMENT OF SERGEANT PAUL POMAJBA, EFFECTIVE DECEMBER 31, 2022”

#2930

Carried

4.3 **2022 Polar Plunge**

The Chatham-Kent Police Service is hosting their 5th Annual Polar Plunge for Special Olympics Ontario. The Police Association generously donated \$1,000.00 and the committee is hoping the CKPSB will match the donation.

Moved by M. Darlene Smith and seconded by Don Fuoco

“MOTION TO RECEIVE THE REPORT FOR INFORMATION AND TO AUTHORIZE THE DONATION OF \$1,000.00 FOR THE 2022 POLAR PLUNGE FROM THE AUCTION ACCOUNT”

#2931

Carried

CHAIR: Councillor Crew has declared a conflict on Report #4.4- Marjorie I would ask that you log out of the meeting as you are on skype and Carol or the Deputy will email you to re-connect once the report has been finalized. Thank you.

Councillor Crew logged out of the meeting

4.4 **FIRST Strategy-Program Coordinator**

The Chief presented the report regarding the FIRST Strategy-Program Coordinator

The Chatham-Kent Police Service Community Mobilization Unit has established the foundations of a collaborative, risk-driven approach to improving community safety. Back in February 2016, the Fast Intervention Risk Specific Team (FIRST) strategy was developed under a Community Safety Plan, which was a formal association of community agencies designed to meet and discuss information.

Terms of Reference were signed by the various community agencies forming the FIRST Strategy.

Family Services Kent (FSK) is a key partner of the CKPS and is the local agency that hosts the coordinators position. The original funding for the position was provided in 2016 and unfortunately expired in 2018. FSK had to absorb the costs associated with the coordinators position. FSK like so many other local not-for-profit agencies, they too have run into a financial hardship compounded by COVID-19 pandemic. CKPS has been able to secure funding through our Victim Support Grant. This financial support will enhance project civilian staff and help cover funding for the coordinators position (\$7,500.00 per year) for the previous three years (2019, 2020, and 2021) and the current year 2022 plus 2023. The Chief recommends that \$37,500.00 be directed by CKPS to Family Services Kent in order to maintain this position and service to the citizens of our municipality.

Moved by Don Fuoco and seconded by M. Darlene Smith

“MOTION TO ACCEPT THE REPORT AND ENDORSE TRANSFER OF FUNDING FOR FIRST STRATEGY COORDINATOR POSITION THROUGH GRANT FUNDS IN THE AMOUNT OF \$37,500.00”

#2932

Carried

Deputy Kirk sent an email to Councillor Crew requesting she log back into the meeting.

5. **Reports from Deputy Chief:** None

6. **Acknowledgement Letters:**

6.1 Email dated February 3, 2022 from the St. Clair Catholic District School Board to the Chief extending their sincere thanks and gratitude for celebrating World Read Aloud Day with the St. Clair Catholic students. Always a pleasure to interact with the youth of Chatham-Kent!!

Moved by M. Darlene Smith and seconded by Mayor Canniff

“MOTION TO RECEIVE THE CORRESPONDENCE”

#2933

Carried

7. **Consent Agenda:** None

8. **OAPSB 2022 Spring Conference & Annual General Meeting** -Sponsorship Request

Mr. Patrick Weaver is the Chair of the provincial level. The conference will be a hybrid AGM (In-person and Zoom/Video Link)... we are looking for support to help with the costs.

Moved by Mayor Canniff and seconded by Don Fuoco

“MOTION TO DONATE THE SUM OF \$1, 000.00 AS A SILVER SPONSORSHIP TO THE OAPSB 2021 SPRING CONFERENCE AND ANNUAL GENERAL MEETING FROM THE AUCTION ACCOUNT”

#2934

Carried

9. **Non-agenda items:** None

10. **Date and time of next meeting tentatively scheduled for April 13, 2022**

The date and time of the next regular meeting is April 13, 2021 at 10:00 A.M.

Board Resolution re: Next Closed Session Meeting-MOTION

THE BOARD WILL CONVENE IN CLOSED SESSION TO DISCUSS MATTERS THAT IT IS OF THE OPINION FALLS UNDER SECTION 35 (A) OR (B) OF THE POLICE SERVICES ACT, AND THAT THE NEXT CLOSED SESSION MEETING WILL BE HELD WEDNESDAY, APRIL 13, 2022.

Moved by M. Darlene Smith seconded by Don Fuoco

#2935

Carried

11. **Adjournment**

Moved by Mayor Canniff

“MOTION TO ADJOURN”

Carried

Time: 10:48 a.m.