**M I N U T E S**

**CHATHAM-KENT POLICE SERVICES BOARD MEETING
(REGULAR)**

**Boardroom March 6, 2024**

**Chatham-Kent Police Headquarters Time: 10:00 A.M.**

**PRESENT:** Motion #

Mr. Patrick Weaver, Chair

Mrs. Darlene Smith-Vieira, Vice-Chair

Councillor Marjorie Crew

Mr. Douglas Sulman

Chief Gary Conn

Deputy Chief Kirk Earley

**Regrets:**

Mayor Darrin Canniff

Ron LeClair, Police Services Advisor-Zone 6,

Inspectorate of Policing, Ministry of the Solicitor General

1. **Call to Order**

Welcome everyone and Guests

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

 None declared

 b) **Approval of Agenda**

 Moved by Doug Sulman and seconded by Darlene Smith-Vieira

 **“MOTION TO APPROVE THE AGENDA”** #3127

 Carried

 c) **Approval of Minutes of January 17, 2024**

Moved by Doug Sulman and seconded by Councillor Crew

 **“MOTION TO APPROVE THE MINUTES OF JANUARY 17, 2024”** #3128

Carried

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

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

 4.1 New Hires, Elevations, Promotions, Chaplains and Resignations

 The Chief presented the report

New Hires

Moved by Darlene Smith-Vieira and seconded by Councillor Crew

**“MOTION TO APPROVE THE FOLLOWING NEW HIRES:**

**-THAT PART-TIME PERMANENT ECOS, CHANTELLE HENRIQUES, LUCAS TRAHAN, CAMRYN DUDLEY AND ABIGAIL CASE BE HIRED AS A PERMANENT EMERGENCY COMMUNICATION OPERATORS, GRADE 7B LEVEL 1, EFFECTIVE JANUARY 24, 2024.**

**-THAT TESS DICKSON AND DEAN VANHERPE BE HIRED AS CADETS, LEVEL 1, EFFECTIVE FEBRUARY 5, 2024.**

**-THAT SARAH VANDERBRAND BE HIRED AS PROJECT MANAGER, GRADE 8, LEVEL 4, EFFECTIVE MARCH 4, 2024.** #3129

 Carried

Elevations

Moved by Councillor Crew and seconded by Doug Sulman

**“MOTION TO APPROVE THE FOLLOWING ELEVATIONS:**

**-THAT FULL-TIME ECO, JOHN MAUNULA, BE ELEVATED FROM GRADE 7B LEVEL 2, TO GRADE 7B LEVEL 3, EFFECTIVE MARCH 9, 2024.**

**-THAT FOI COORDINATOR, JENNIFER WARWICK, BE ELEVATED FROM GRADE 7 LEVEL 3, TO GRADE 7 LEVEL 4, EFFECTIVE APRIL 3, 2024.** #3130

Carried

Promotions

Moved by Councillor Crew and seconded by Darlene Smith-Vieira

**“MOTION TO APPROVE THE FOLLOWING PROMOTIONS:**

**-THAT STAFF SERGEANT MATTHEW STEZYCKI BE PROMOTED TO THE RANK OF INSPECTOR LEVEL 2, EFFECTIVE MARCH 6, 2024.**

**-THAT SERGEANT DOUG COWELL BE PROMOTED TO THE RANK OF STAFF SERGEANT, EFFECTIVE MARCH 6, 2024.**

**-THAT CONSTABLE PAUL HENDRIE BE PROMOTED TO THE RANK OF SERGEANT, EFFECTIVE MARCH 6, 2024.** #3131

Carried

 The Chief presented the promotional warrant cards and badges.

**CONGRATULATIONS!!**

Chaplains

Moved by Darlene Smith-Vieira and seconded by Councillor Crew

**“MOTION TO APPROVE THE FOLLOWING CHAPLAIN APPOINTMENTS:**

**-THAT MICHAEL BORGERT AND PAUL KIM BE ASSIGNED TO THE CKPS CHAPLAINCY UNIT EFFECTIVE MARCH 6, 2024.** #3132

Carried

Oath of Office and Confidentially Oaths were sworn

The Chief congratulated the Chaplains and presented them with their badges and warrant cards

Resignations

Moved by Darlene Smith-Vieira and seconded by Councillor Crew

**“MOTION TO ACCEPT THE FOLLOWING RESIGNATIONS:**

**-PART-TIME PERMEANT ECO STACEY LEPOIVRE HAS TENURED HER RESIGNATION NOTICE, EFFECTIVE JANUARY 26, 2024.**

**-CONSTABLE TODD TRAHAN HAS TENURED HIS RESIGNATION NOTICE, EFFECTIVE FEBRUARY 11, 2024.**

#3133

Carried

 4.2 Project Lifesaver

The Chief presented an update on the progression of Project Lifesaver initiative originally presented to the board on January 17, 2024.

 The Cost of Transmitter(bracelet) starter kit is $347 US Funds or $468 Canadian Funds. The starter kit includes a data transmitter (5-year manufacturer’s warranty), a transmitter case, a 12 month supply of batteries and a tester. Chatham-Kent Victim Services will be ordering 20 transmission starter kits in anticipation of implementing the program in the second quarter of this year.

Ms. Kate do Forno, Executive Director, Chatham-Kent Victim Services and Inspector Michael Pearce of CKPS will be attending a meeting with Chatham-Kent Ontario Health Team on March 21st to provide further education/information and continue conversations with local organizations.

A further update will be provided.

Moved by Councillor Crew and seconded by Darlene Smith-Vieira

**“MOTION TO RECEIVE THE REPORT FOR INFORMATION PURPOSES AS AN UPDATE OF THE PROGRESSION OF PROJECT LIFESAVER**

 #3134

Carried

 4.3 2023 Annual Report-Administrative Support Branch

**The Full Report is posted on our website.**

The Chief gave a brief presentation on the 2023 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.

Inspector Jason Chickowski presented the report of the administrative support team roles and expanded on the day-to-day operations:

Presenter: Inspector Jason Chickowski

Quartermaster / Drug Exhibit Coordinator-See Pages 2-3

Property Coordinator-See Page 4

Infrastructure Management- IT Services, Fleet & Buildings - See Pages 5-6

Corporate Services Section-Court Services, Records Management -See pages 7-18

 Firearms/Training and Special Projects- See Pages 19-21

Emergency Communication Centre--See Pages 22-31

Inspector Jason Chickowski, thanked his whole IT Services Team for all their hard work and dedication handling the workloads, special projects and technological transitions being delivered through IT Services. **Well done- excellent job!!**

Sarah VandenBrand gave a brief update on NG911-Next Generation 911 Calls, details regarding the New 911 Emergency Backup-Secondary Location and the work completed to date with respect to the service’s cybersecurity features and back-up systems. Currently our force is 6 months ahead of schedule regarding implementation.

**Thank you Inspector Jason Chickowski, great job!**

Moved by Councillor Crew and seconded by Doug Sulman

**“MOTION TO RECEIVE THE REPORT FOR INFORMATION PURPOSES; IN COMPLIANCE WITH O. REG 3/99 SECTION 31 OF THE ONTARIO POLICE SERVICES ACT.”**

 #3135

Carried

4.4 United Way Donation Request

The Chief presented the request for a Donation to the United Way.

Moved by Councillor Crew and seconded by Darlene Smith-Vieira

**“MOTION TO RECEIVE THE REPORT FOR INFORMATION PURPOSES AND TO DONATE THE SUM OF $500.00 AS A ONE-TIME DONATION TO THE BACK TO SCHOOL GIFT CARD PROGRAM TO THE UNITED WAY TO BE FUNDED FROM THE AUCTION ACCOUNT.”** #3136

Carried

 Mr. Sulman suggested that the Board review their policy with respect to donations requests.

Moved by Doug Sulman and seconded by Darlene Smith-Vieira

 **“MOTION TO REVIEW THE POLICY GUIDELINES WITH RESPECT TO DONATION REQUESTS**

#3137

 Carried

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

6. **Acknowledgement Letters:** None

7. **Consent Agenda:** None

8. **Sponsorship Request from Chatham-Kent Crime Stoppers for the first charity golf tournament being held June 22, 2024, at Hidden Hills Golf & Country Club**

Moved by Doug Sulman and seconded by Councillor Crew

**“MOTION TO APROVE THE REQUEST OF SPONSORSHIP BY SPONSORING A GOLF HOLE ($250.00) AND ENTER A TEAM ($500.00) AT THE CHATHAM-KENT CRIME STOPPERS FIRST CHARITY GOLF TOURNAMENT IN THE TOTAL AMOUNT OF $750.00, THE SPONSORSHIP WILL BE PAID FROM THE AUCTION ACCOUNT.**

#3138

Carried

9. **Non-agenda items:**

10. **Date and time of next meetings:**

G**overnance Training March 23, 2024 at 9:00 a.m.**

**THE BOARD WILL CONVENE IN CLOSED SESSION FOR AN EDUCATIONAL TRAINING SESSION UNDER THE MUNICIPAL ACT SECTION 239 (3.1) FOR THE PURPOSES OF EDUCATING OR TRAINING THE BOARD ON THE NEW COMMUNITY SAFETY AND POLICING ACT, 2019 ON MARCH 23, 2024”**

Moved by Darlene Smith-Vieira seconded by Councillor Crew

 #3139

 Carried

 **CKPSB Meeting-April 10, 2024**

**THE BOARD WILL CONVENE IN CLOSED SESSION TO DISCUSS MATTERS THAT IT IS OF THE OPINION FALLS UNDER SECTION 44 1 (A) SUBSECTIONS (2) OR (3) OF THE COMMUNITY SAFETY AND POLICING ACT, 2019 AND THAT THE NEXT CLOSED SESSION MEETING WILL BE HELD WEDNESDAY, APRIL 10, 2024.**

 Moved by Darlene Smith-Vieira seconded by Doug Sulman

 #3140

 Carried

**Chair: This concludes our Regular Agenda.**

**If no one objects, we shall enter back into In-Camera/Closed Session after a quick 10 minute break to conclude our In-Camera Agenda at approximately 11:25 am.**

Moved by Doug Sulman seconded by Councillor Crew

**MOTION TO ADJOURN REGULAR MEETING at 11:13 am**

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Mr. Patrick Weaver, Chair

Chatham-Kent Police Services