

NOTICE AND AGENDA

BROCKVILLE POLICE SERVICES BOARD

**2018 06 28
9:00 a.m.**

**BROCKVILLE POLICE
BOARD ROOM**

REGULAR AGENDA

1. Call Meeting to Order
2. Adoption of Minutes – May 31, 2018 pg. 1, 2
3. Communication
4. New Business
5. Unfinished Business
6. Reports
 - Chief's Written Report pg. 3
 - Deputy Chief's Written Report pg. 4
 - Statistical Reports pg. 5 - 7
 - 2017 Annual Report
7. Outstanding Items
8. Adjournment



MINUTES OF THE OPEN MEETING OF THE BROCKVILLE POLICE SERVICES BOARD HELD IN THE MORNING OF MAY 31, 2018

PRESENT: Members K. Yee (Chair), S. Jodoin (Vice-Chair), T. Blanchard, W. Cuthbert
Deputy Chief M. Noonan, Staff Sergeant A. Harvie, Staff Sergeant T. Fournier,
Cst. M. Heffernan, Executive Assistant Tracy Caskenette

REGRETS: D. Henderson (on leave)

CALL TO ORDER:

The Chair called the Open Meeting to order at 9:02 a.m.

ADOPTION OF MINUTES:

Moved by: Member Blanchard

Seconded by: Member Jodoin

THAT the minutes of the Open meeting of the Brockville Police Services Board held April 26, 2018 be approved.

CARRIED

NEW BUSINESS:

OSPSB Conference Update

Chair Yee attending the OAPSB Conference the week of May 21st. He provided the Board with conference updates regarding the new Police Services Act, formal training for Board members and collective bargaining (more to follow at the Fall Labour Conference). Community Safety and Well Being Plans, which are the responsibility of the municipality, was also discussed.

REPORTS:

Moved by: Member Blanchard

Seconded by: Member Cuthbert

THAT the following administration reports be received:

- Chief's Written Report
- Deputy Chief's Written Report
- Statistical Report

CARRIED

ADJOURNMENT:

Moved by: Member Jodoin

Seconded by: Member Blanchard

THAT the Open Meeting of the Brockville Police Services Board be adjourned.

CARRIED

The Chair terminated the Open Meeting at 9:32 a.m.

K. Yee (Chair)

C. Hopkins (Secretary)



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INTERNAL CORRESPONDENCE

To: Chair -King Yee Jr.

From: Chief Scott Fraser

Date: June 19, 2018

RE: Chiefs Report to Board

The following represents the events attended by Chief Fraser:

May 25	OACP Zone Meeting
May 28 –June 1	Vacation
June 5	SMT – City Hall
	Brockville Army Cadets March Past
June 6	Military Scenerio – City Hall
June 14	Peer Support Team Meeting
	Employee Recognition Luncheon
	Hydroplane Race Meeting
June 19	OACP Committee –Teleconference
	SMT – Police
June 20	Rotary
	LLGMHA – Board Meeting



INTERNAL CORRESPONDENCE

To: Chair King Yee Jr. Chair
Brockville Police Services Board

From: Deputy Chief Mark Noonan

Date: June 20, 2018

RE: Deputy Chief's Report to Brockville Police Services Board

May 25th Zone 2 OACP Meeting Kingston
May 30th Site Review Major Case Management Policies and Procedures
June 4th Dispatch Interviews
June 6th B.C.I. Mentoring Program, Emergency Planning Exercise with Canadian Forces
June 7th Court
June 8th Dispatch Interviews, Torch Run Special Olympics
June 11th-13th OACP Conference Huntsville
June 18th Meeting Civilian Contract Negotiations

On - going Activities/Initiatives for the month:

- Hiring Process for Sergeant
- Annual Report Final Draft

Respectfully submitted

Mark Noonan
Deputy Chief



BUDGET SUMMARY
2017 vs 2018
For the Period January - May

Brockville Police Service	2017			2018		
	BUDGET	ACTUAL	% of Budget	BUDGET	ACTUAL	% of Budget
Revenue						
Total Revenue	(1,441,247)	(742,251)	51.50%	(1,726,234)	(748,306)	43.35%
Expenses						
Human Resources	7,780,304	3,274,467		8,041,794	3,467,429	
Materials and Supplies	621,616	267,204		788,009	295,955	
Contracted Services	151,123	85,076		145,862	75,280	
Total Expenses	8,553,043	3,626,747	42.40%	8,975,665	3,838,664	42.77%
Total (Net)	7,111,796	2,884,496	40.56%	7,249,431	3,090,358	42.63%

Prepared By: Tracy Caskenette
Date: June 19, 2018
Source: City Financial System

Approved By: _____



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**OVERTIME ANALYSIS
2017 vs 2018
January - May**

Division	2017			2018			Variance
	Total Overtime Hours Worked	Overtime Hours Paid Out	Banked Overtime Hours	Total Overtime Hours Worked	Overtime Hours Paid Out	Banked Overtime Hours	Total Hours Worked
Service Duties							
Administration	16	0	16	11	0	11	-5
Support Services	148	78.5	69.5	108.5	58.5	50	-40
Patrol Services	1100	743	357	1435.5	985.25	450.25	336
Investigations	148	128	20	203	108	95	55
Community Service	0	0	0	0	0	0	0
Court Duties							
Patrol Services	221	189	32	266	203	63	45
Court Services	70	20	50	35	0	35	-35
Total	1703	1158.5	544.5	2059	1354.75	704.25	356

Overtime Budget

Budget Analysis	2017			2018			Variance
	Budget	Actual	% Expended	Budget	Actual	% Expended	
Service Duties	\$264,000	\$52,773	20.0%	\$244,000	\$59,538	24.4%	\$6,765
Court Duties	40,000	12,545	31.4%	30,000	12,201	40.7%	-344
Court Services	25,000	2,434	9.7%	10,000	0	0.0%	-2,434
Recovery of Expense	-15,000	-2,875	19.2%	-15,000	-1,400	9.3%	1,475
Total	\$314,000	\$64,877	20.7%	\$269,000	\$70,339	26.1%	\$5,462

Prepared by: Tracy Caskenette
Date: June 19, 2018
Source: OSL Timekeeping System

Approved by: _____



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HUMAN RESOURCES - TRAINING AND LOSS TIME

May, 2018

Scheduled Hours			
	Training	Stats and 'Red' Time	Vacation
May	660	631	356
2018 Y-T-D	2682	3471	3335.25
2017 Y-T-D	2031	3097.25	2753.25

Unscheduled Hours - Illness / Injury							
	Uniform Sick	Civilian Sick	Uniform STD	Civilian STD	Long Term Disability	Modified Duties	WSIB
May	0	28.5	24	84	0	183.5	193
2018 Y-T-D	239.5	184.5	1397	606	0	810.5	193
2017 Y-T-D	452.5	237	656	69.5	0	1464.5	12

Unscheduled Hours - Miscellaneous			
	Maternity / Parental	Compassionate	Other
May	556	8	362
2018 Y-T-D	1656	20	1644.5
2017 Y-T-D	1202	107	1833.5

Total Hours	
May	3,086
2018 Y-T-D	16,239
2017 Y-T-D	13,916

Prepared By: Tracy Caskenette
Date: June 20, 2018
Source: 2018 OSL Timekeeping & 2017 BPS Loss Time Report

Approved By: _____