

NOTICE AND AGENDA

BROCKVILLE POLICE SERVICES BOARD

**2018 05 31
9:00 a.m.**

**BROCKVILLE POLICE
BOARD ROOM**

REGULAR AGENDA

1. Call Meeting to Order
2. Adoption of Minutes – April 26, 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
7. Outstanding Items
8. Adjournment

MINUTES OF THE OPEN MEETING OF THE BROCKVILLE POLICE SERVICES BOARD HELD IN THE MORNING OF APRIL 26, 2018.

PRESENT: Members K. Yee (Chair), S. Jodoin(Vice-Chair), T. Blanchard, D. Henderson

Police Chief S. Fraser, Deputy Police Chief M. Noonan

Secretary C. Hopkins

REGRETS: W. Cuthbert

CALL TO ORDER:

The Chair called the Open Meeting to order at 9:10 a.m.

ADOPTION OF AMENDED MINUTES:

Moved by: Member Blanchard

Seconded by: Member Henderson

THAT the minutes of the Open meeting of the Brockville Police Services Board held March 29, 2018 be approved.

CARRIED

COMMUNICATION

Chief Fraser updated that the 911 Maintenance would be \$9,000 and this is an unexpected expense.

NEW BUSINESS

Business Plan

Moved by: Member Jodoin

Seconded by : Member Blanchard

THAT the 2018-2020 Business Plan be adopted.

CARRIED

The Business Plan is available to the public on the Website.

Courthouse

The Kemptville Court closed recently. In the interim they will be using our court. Special Constable hours will go up . This is just a temporary solution. The Brockville Police get help from the OPP and this is an opportunity for us to help them. Kemptville Court is working on a solution in Kemptville.

REPORTS

Moved by: Member Blanchard
Seconded by: Member Henderson

THAT the following administration reports be received.

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

CARRIED

OUTSTANDING ITEMS

Chair Yee went to the OAPSB Zone meeting. They are heading in the right direction but there is still lots to do.

ADJOURNMENT:

Moved by: Member Blanchard
Seconded by: Member Jodoin

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

CARRIED

The Chair terminated the Open Meeting at 9:52 a.m.

K. Yee (Chair)

C. Hopkins (Secretary)



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INTERNAL CORRESPONDENCE

To: Chair -King Yee Jr.

From: Chief Scott Fraser

Date: May 23rd, 2018

RE: Chiefs Report to Board

The following represents the events attended by Chief Fraser:

April 19	Small-Mid Size Police Service Meeting
April 20	Meeting BGH Mike Riopelle Retirement
April 23	Meeting with Chief Sornberger
April 24	SMT City Hall SMT Police
April 25	Bobfm Radio Spot
April 26	Police Board Meeting YMCA Kickoff – Healthy Kids
April 28	Brockville Rifles Mess Dinner
May 1	SMT – City Hall Lobsterfest Meeting
May 2	Emergency Planning Meeting Mental Health Court Opening
May 4	Meet with Crown Attorney Multicultural Festival Opening
May 8	SMT City Hall SMT Police
May 10	MP Brown Funeral Lobsterfest Meeting Community Foundation Grants/Awards Ceremony
May 12	Piping – Open Farmers Market
May 15	Stingers – Police Week
May 16	BobFm Lobsterfest event
May 18	Connections Open House – Police Week
May 22	SMT City Hall SMT Police St Mary's School- Special Olympics Bocce Tournament
May 23	Rotary Peer Support Dog Event



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INTERNAL CORRESPONDENCE

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

From: Deputy Chief Mark Noonan

Date: May 23, 2018

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

April 30th - May 2nd Vacation

May 4th Vacation

May 16th Hub Anniversary Event

May 18th Connections Program Open House

On - going Activities/Initiatives for the month:

- Hiring Process for experienced constable, special constable, and dispatch
- Training review
- Policy review
- Annual Report

Respectfully submitted

Mark Noonan
Deputy Chief



BUDGET SUMMARY
2017 vs 2018
For the Period January - April

Brockville Police Service	2017			2018		
	BUDGET	ACTUAL	% of Budget	BUDGET	ACTUAL	% of Budget
Revenue						
Total Revenue	(1,441,247)	(489,445)	33.96%	(1,726,234)	(543,513)	31.49%
Expenses						
Human Resources	7,780,304	2,615,886		8,041,794	2,828,176	
Materials and Supplies	621,616	217,098		790,991	142,574	
Contracted Services	151,123	54,187		145,862	80,349	
Total Expenses	8,553,043	2,887,171	33.76%	8,978,647	3,051,099	33.98%
Total (Net)	7,111,796	2,397,726	33.71%	7,252,413	2,507,586	34.58%

Prepared By: Tracy Caskenette
Date: May 22, 2018
Source: City Financial System

Approved By: 



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

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	5	0	5	10	0	10	5
Support Services	134.5	69	65.5	88	48.5	39.5	-47
Patrol Services	797	513	284	1230.5	825.25	405.25	434
Investigations	105	103	2	98	70	28	-7
Community Service	0	0	0	0	0	0	0
Court Duties							
Patrol Services	168	137	31	182	130	52	14
Court Services	63	15	48	29	0	29	-34
Total	1272.5	837	435.5	1637.5	1073.75	563.75	365

Overtime Budget

Budget Analysis	2017			2018			Variance
	Budget	Actual	% Expended	Budget	Actual	% Expended	
Service Duties	\$264,000	\$39,209	14.9%	\$244,000	\$44,233	18.1%	\$5,024
Court Duties	40,000	9,757	24.4%	30,000	8,921	29.7%	-836
Court Services	25,000	2,175	8.7%	10,000	0	0.0%	-2,175
Recovery of Expense	-15,000	-2,875	19.2%	-15,000	-600	4.0%	2,275
Total	\$314,000	\$48,266	15.4%	\$269,000	\$52,554	19.5%	\$4,288

Prepared by: Tracy Caskenette
Date: May 22, 2018
Source: OSL Timekeeping System

Approved by: _____

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HUMAN RESOURCES - TRAINING AND LOSS TIME
April, 2018

Scheduled Hours			
	Training	Stats and 'Red' Time	Vacation
April	894	473	200
2018 Y-T-D	2022	2810	2979.25
2017 Y-T-D	1113	2520	2282.25

Unscheduled Hours - Illness / Injury							
	Uniform Sick	Civillian Sick	Uniform STD	Civillian STD	Long Term Disability	Modfied Duties	WSIB
April	58	0	360	42	0	142	0
2018 Y-T-D	239.5	156	1373	522	0	627	0
2017 Y-T-D	396.5	216	372	69.5	0	1185.75	12

Unscheduled Hours - Miscellaneous			
	Maternity / Parental	Compassionate	Other
April	300	0	318
2018 Y-T-D	1100	12	1282.5
2017 Y-T-D	1018	75	1350

Total Hours	
April	2,787
2018 Y-T-D	13,123
2017 Y-T-D	10,610

Prepared By: Tracy Caskenette
Date: May 22, 2018
Source: 2018 OSL Timekeeping & 2017 BPS Loss Time Report

Approved By: 