

## PERTH POLICE SERVICES BOARD

Regular Meeting No. 2  
February 10, 2011, 4 p.m.  
Town Hall, Council Chambers

<b>Present</b>	Lana March	Chair
	Eric Devlin	Member
	John Fenik	Member
	John Gemmell	Member
	Stephanie Gray	Member
	Pat Capello	Chief of Police
	Sally Smith	Secretary

### Call to Order

Chair Lana March called the second regular meeting of the Perth Police Services Board to order at 4:22 p.m.

### Swearing-In

Lauren Walton, Clerk, and Commissioner of Oaths, Town of Perth, witnessed the swearing-in of new member John Gemmell and returning members Eric Devlin and John Fenik.

### Election

#### Motion No. 1-2011

- Moved by Stephanie Gray
- Seconded by Eric Devlin

That the Perth Police Services Board elects Lana March as Chair of the Board for the year 2011.

**CARRIED**

#### Motion No. 2-2011

- Moved by Eric Devlin
- Seconded by Stephanie Gray

That the Perth Police Services Board elects John Gemmell as Vice-Chair of the Board for the year 2011.

**CARRIED**

**Motion No. 3-2011**

- Moved by Stephanie Gray
- Seconded by John Gemmell

**That the Perth Police Services Board appoints John Fenik as Chair of the Finance Committee for the year 2011.**

**CARRIED**

**Motion No. 4-2011**

- Moved by John Gemmell
- Seconded by Stephanie Gray

**That the Perth Police Services Board appoints Stephanie Gray as Chair of the Personnel Committee for the year 2011.**

**CARRIED**

**Motion No. 5-2011**

- Moved by Stephanie Gray
- Seconded by John Fenik

**That the Perth Police Services Board appoints Eric Devlin as Chair of the Property Committee for the year 2011.**

**CARRIED**

Chair and Committee heads are as follows:

Chair - Lana March

Vice Chair - John Gemmell

Chair of Finance - John Fenik

Chair of Personnel - Stephanie Gray

Chair of Property - Eric Devlin

**Delegation/Guests**

Ed Fortin of Fortin Consulting spoke to the Board about the PSB's secure file server. By the next meeting, (March 10), everyone should be on board with the file server. A 'wip' (work in progress) folder will be put on the server for everyone to access. Each month, the monthly correspondence, minutes and agenda will be put in a folder on the file server named with the next meeting's date. By the next meeting, we will, hopefully, use the screen to look at the PSB information package, rather than distributing a 'paper' package. Mr. Fortin assured the Board that the Police Department server was less than three years old, it was maintained 24/7 and that it's "good-to-go".

## **Approval of Agenda**

### **Motion No. 6-2011**

- **Moved by Eric Devlin**
- **Seconded by Stephanie Gray**

**That the Perth Police Services Board accepts the February 10, 2011 agenda.**

**CARRIED**

## **Declarations of Interest**

There were no declarations of interest.

## **Approval of Last Meeting's Minutes**

The Secretary explained that because there was no quorum for the meetings of December 7, 2010, December 9, 2010 and December 23, 2010 that the Minutes could not be approved. The following motion ratifies the motions and one bylaw of those meetings.

### **Motion No. 7-2011**

- **Moved by Stephanie Gray**
- **Seconded by Eric Devlin**

**That the Perth Police Services Board ratifies the following motions and By-law from Dec. 7, 2010, Dec. 9, 2010 and Dec. 23, 2010 meetings: Motion 101-2010, Motion 102-2010, Motion 103-2010, Motion 104-2010, Motion 105-2010, Motion 106-2010, Motion 107-2010, Motion 108-2010, Motion 109-2010, Motion 110-2010, Motion 111-2010, Motion 112-2010, and By-law 2010-003.**

**CARRIED**

Member Devlin suggested that in election years, the first PSB meeting be the next Thursday following the swearing-in of new members. He also suggested that the appointing of new members be moved up to October.

## **Business Arising out of Minutes**

None.

## **Reports and Motions Arising out of Reports**

- a. **Chair**  
Nothing to report
- b. **Committees**
  - i. Finance

**Motion No. 8-2011**

- Moved by Stephanie Gray
- Seconded by John Gemmell

**That the Perth Police Services Board receives the Perth Police Services accounts for the months of December 2010 and January 2011.**

**CARRIED**

ii. Personnel

Nothing to report.

iii. Property

Among other maintenance, the sprinkler system has been re-certified, and fibre-optic has been installed.

c. **Chief****Motion No. 9-2011**

- Moved by Eric Devlin
- Seconded by John Fenik

**That the Perth Police Services Board increases the mileage rate to .46¢ per kilometre for authorized use of personal vehicle for police-related duties by members.**

**CARRIED**

**Motion No. 10-2011**

Moved by Eric Devlin

Seconded by Stephanie Gray

**That the Perth Police Services Board accepts the Police Chief's December 2010 and January 2011 reports.**

**CARRIED**

From report:

- Chief Capello commented that the sick days per member of the police services was 2.7 days – extremely low.
- There were several letters of thanks and appreciation to the police services – Blair and Sons and the High Commissioner of Tanzania
- A dog was hit by a police cruiser (damage was \$4000) and the Police Department is asking the owner to pay (through home insurance). A letter has gone to the dog owner. If there is any more discussion, the Chief will bring it to the Board.
- The Court Security Information Survey will be completed by Lang Britchford by end of March. Perth should get its fair share.

**Motions - other****Motion No. 11-2011**

- Moved by Stephanie Gray
- Seconded by Eric Devlin

That the Perth Police Services Board pays the OAPSB Zone 2 Membership in the amount of \$75.

**CARRIED**

**Motion No. 12-2011**

- Moved by John Fenik
- Seconded by Stephanie Gray

That the Perth Police Services Board pays the L.D. Foreman & Associates Ltd. Invoice in the amount of \$1,282.89 for professional services.

**CARRIED**

**Motion No. 13-2011**

- Moved by Stephanie Gray
- Seconded by Eric Devlin

That the Perth Police Services Board pays the December 10, 2010 and January 14, 2011 Perley-Robertson, Hill & McDougall invoices in the amount of \$12,066.61 for professional services.

**CARRIED**

**Motion No. 14-2011**

- Moved by John Gemmell
- Seconded by Stephanie Gray

That the Perth Police Services Board sends Chair Lana March and Member Stephanie Gray to the January 28, 2011 Zone 2 Annual General Meeting in Renfrew.

**CARRIED**

**Unfinished Business****Chief's Evaluation**

Member Gray noted that under the Police Services Act, the Chief's evaluation must be done every year. Chair March, Members Gray and Fenik will meet re the evaluation. Evaluation material will be put on secure file server.

**Business Plan**

A Business Plan has to be completed every three years. Chair March felt the Chief should develop the Business Plan with the direction of the Board. The Chief explained how it was done in 2007, that he would undertake a public survey like last time, that it took two months to collect the information in 2007.

**Motion No. 15-2011**

- Moved by John Fenik
- Seconded by Stephanie Gray

**That the Perth Police Services Board directs the Chief to develop and present to the Police Services Board a draft business plan.**

**CARRIED**

Procedural Bylaws

Procedural Bylaws are being looked at by Members Gray and Devlin and the Secretary.

Secretary's Pay

Handled in-camera

**New Business**

There will be a Special Board Meeting February 24, 2011 at 11 a.m. to discuss the budget.

**In-Camera****Motion No. 16-2011**

- Moved by Stephanie Gray
- Seconded by John Gemmell

**That the Perth Police Services Board moves into camera at 6:40 p.m. for personal matters about an identifiable individual, including municipal or local board members.**

**CARRIED**

**Motion No. 17-2011**

- Moved by John Fenik
- Seconded by Stephanie Gray

**That the Perth Police Services Board move out of camera at 7:18 p.m.**

**CARRIED**

**Motion No. 18-2011**

- Moved by John Gemmell
- Seconded by Stephanie Gray

**That the Perth Police Services Board approves an hourly rate for the PSB Secretary of \$18, an increase of \$3, effective January 1, 2011.**

**CARRIED**

**Next Meeting**

March 10, 2011, 4 p.m., Council Chambers

**Adjournment**

The meeting was adjourned at 7:30 p.m.

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Lana March, Chair

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Sally Smith, Secretary