

**MINUTES  
BRIDGEWATER BOARD OF POLICE COMMISSIONERS  
February 2, 2017**

Minutes of the Regular Meeting of the Bridgewater Board of Police Commissioners held on Thursday, February 2<sup>nd</sup>, 2017, in the Community Room of the Police Service Building, 45 Exhibition Drive, Bridgewater, Nova Scotia commencing at 5:30 p.m. with Chairperson Pat Cappello presiding. Those in attendance: Commissioners David Mitchell, Palma Champoux, Virginia Oickle, David Carey, Wayne Thorburne.

Also present: Deputy Chief Scott Feener, Town CAO Ken Smith and Commission Recording Secretary Patty Sleep.

Regrets: Jennifer McDonald

Guests: Dawn Kaiser, Finance Director, Sgt Trevor Mitchell and A/Sgt Matt Bennett

**ADDITIONS/DELETIONS TO AGENDA**

Old Business – Atlantic Police Academy annual visit

**Swearing In**

CAO, Ken Smith had the majority of the Commissioners renew their Oaths.

Virginia Oickle  
Dave Carey  
Wayne Thorburne  
Palma Champoux  
Pat Cappello

Jennifer McDonald was absent, therefore, will be sworn in at the March meeting.

**TRAINING OPPORTUNITY**

Naloxone Nasal Spray - (notes below under Naloxone Nasal Spray Policy)

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## **MINUTES**

**17-005** Moved by Commissioner Mitchell and seconded by Commissioner Oickle, the Minutes of the January 2<sup>nd</sup>, 2017 regular meeting be approved (as amended).  
MOTION CARRIED.

## **CCORRESPONDENCE – INFORMATION**

### **Naloxone Nasal Spray Policy**

***doc 17-007***

The newly developed Naloxone Nasal Spray Policy was circulated to board members. The implementation of this was necessary, due to the increasing number of opioid overdoses in the Province. It has been forwarded to the Department of Justice for approval.

All BPS staff members have taken the online CPKN course which provides the training necessary to carry and administer the narcan spray. This spray has been designed to counteract the effects of drugs where an overdose may occur and otherwise, has no adverse effects. The spray can be used by BPS staff in the event they come in contact and are effected by street drugs.

Twelve kits have been purchased, (including spray and masks) allowing a kit for each patrol car as well as dispatch center. The spray must be carried by the members as it is temperature sensitive.

Sgt Danny MacPhee provided an overview of the nasal spray and its benefits to Bridgewater Fire Department, however, they may provide a more formal form of training in future.

Q. Is an education factor being considered for kids? Thru health?

A. Addiction services are speaking to regular clients. Given the lethal nature of this drug, the education portion should be pushed.

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### **CAPG Update/Membership Renewal**

Board Chair, Pat Cappello has been confirmed by CAPG to fill the vacancy of Ms. Fogle-Hill.

Minutes from the CAPG meetings will be forwarded by Pat Cappello to the Bridgewater Commission members on a regular basis.

An invoice has been received from the CAPG as the 2017/18 I membership fees are due.

- 17-005** Moved by Commissioner Oickle and seconded by Commissioner Mitchell to send payment for CAPG membership for the period of 2017/18. MOTION CARRIED.

### **NSAPG Update**

At the most recent NSAPG Executive meeting, a decision was made to abandon the idea of creating a website. Apparently, the website fell short of what the group envisioned and the maintenance of the site was an issue.

### **Town of Bridgewater Strategic Plan**

Deputy Chief Feener informed the group of his participation in the Town of Bridgewater's strategic planning sessions. As a result of discussions the Deputy was tasked to prepare Standard Operating Procedures (SOPs) for BPS, including selling services to neighboring agencies.

### **BPS Annual Report – update**

Patrick Hirtle is putting the final touches on the BPS Annual Report. A draft should be available for viewing at the March meeting.

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## **BBUSINESS ARISING & UNFINISHED BUSINESS**

### **BPS Strategic Plan – Direction**

The Deputy Chief is seeking direction from the Board in regards to the BPS 3 year Strategic Plan.

Fay Patey presented a consultations report at the January meeting which included recommendations for the service. Due to lack of participation, the group was unsure on how to move forward. Options discussed included; starting the process over in hopes of more participation or building on the information gathered.

Commissioners agreed, it is time for the Commission to develop relationships and friendships with BPS staff. This will create a foundation for honest, open communication.

Commission further agreed to meet with each individual staff member before moving forward.

Q. How do we go about that?

A. Ride-a-longs are welcome day and night. If incidents occur during this time, ride-a-longs are advised to stay in the patrol car.

Sgt Trevor Mitchell informed the group, the force is very young and most members are not aware the commission exists, therefore, have very little knowledge what they are responsible for. Staff will be invited to come to the regular meetings.

### **ARPD Update**

***doc 17-005***

The Deputy had additional conversations with Annapolis Royal Police Department regarding policing services. ARPD was hopeful that by having another agency police their Town, it would reduce costs. The Deputy made it clear, BPS would not be able to provide policing at a cost less than ARPD existing Operating Budget.

### **Atlantic Police Academy annual visit**

March 7<sup>th</sup> and March 8<sup>th</sup>, are the proposed dates to visit APA to begin the selection process for On the Job summer cadets. The Deputy will follow up with an email to those who expressed interest.

## **NEW BUSINESS**

### **BPS 2017/18 Operating Budget**

***doc # 17-009***

The proposed 2017/18 Operational Budget was circulated to members. Each section of the document was discussed.

Notes of interest:

#### **REVENUE**

- Donations for the K-9 Unit are still welcome; the vest for Davis has been donated and will be purchased once he is finished growing.
- Police Revenue does not include ARPD, so will be increased to \$6500.
- Parking meters is still unknown as the Town has yet to decide what is happening with the Downtown core.

#### **EXPENDITURES**

- A portion of Legal Fees will be covered under the Town's budget
- Salaries – slight increase, as per Collective Agreement
- Computer Software increase- 2016/17 was first year for this account. 2017/18 is more realistic number.

#### **Crime prevention**

- Statutory Holiday increase – three extra holidays 13 vs. 10 from previous year
- Call Out & Extra Duty will be increased. This account includes benefits and Stat holiday overtime.
- Stat holiday and Call out & Overtime to be altered to reflect appropriate figures
- Professional Development up slightly in 2016/17, back to \$32 for 17/18
- Building lease increase this year
- Building insurance took a jump. RANK has been contacted for explanation
- The vehicle accounts will stay with the life of the vehicle and track maintenance and repairs only.
- Fuel account created for entire fleet

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In comparison with the previous year, there is a very slight increase in the 2017/18 Operational Budget. Commission members were impressed with the overall budget and approve changes as noted.

A revised document, reflecting the changes as discussed, will be brought to the March meeting for approval.

**Memo – Capital Budget Pre-approval**

**doc # 17-006**

A Memo was circulated to the Commission seeking pre approval to purchase a new vehicle.

The BPS 2017/18 Capital Budget wish list includes two new vehicles. The Deputy is recommending the purchase of one immediately, with the second to follow the regular budget process.

One administration car will be sold and the second will be repurposed for use as administration and/or a By-Law vehicle. The fleet will increase by one.

A suggestion was made to create a 5 year plan for the purchase of vehicles.

**17-006** Moved by Commissioner Thorburne and seconded by Commissioner Carey to approve the purchase of a new vehicle immediately. MOTION CARRIED.

**BPS Monthly Report – January**

**doc # 17-008**

BPS January monthly report was circulated to Board members.

Q. What is r. vs. Jordan?

A. it is a Supreme Court ruling which allows all individuals the right to be processed through the court system in a timely manner, ie. 18 months once the charge has been laid.

Q. Will this mean more staff in labs?

A. Not necessarily. Could mean the utilization of private labs.

The heavy workload of the Senior Safety Officer was noted; at some point, the Committee may need to look at a part time assistant.

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## **NEXT MEETING**

The next meeting is scheduled for Thursday, March 2<sup>nd</sup> , 2017 at 5:30 p.m. in the Community Room of the Police Service Building.

## **SUNDRY**

Board Chair, Pat Cappello, received a report from the Police Complaints Commissioner. Please advise Pat if you would like to see a copy.

## **ADJOURNMENT**

**17-007** Moved by Commissioner Mitchell, the January 7<sup>th</sup>, 2016 regular meeting of the Bridgewater Board of Police Commissioners be hereby adjourned. MOTION CARRIED. (Time: 6:54 p.m.)

Returned to Regular meeting at 7:39 p.m.

**17-008** Moved by Commissioner Thorburne and seconded by Commissioner Carey to approve Article 19.5 of the Collective Agreement. MOTION CARRIED.

**17-009** Moved by Commissioner Mitchell and seconded by Commissioner Oickle to move forward with the exploration of BPS providing policing services to the Town of Shelburne. MOTION CARRIED.

Commissioner Champoux wanted to acknowledge all the extra work being completed by the Deputy Chief in the absence of the Chief.

**17-010** Moved by Commissioner Mitchell, the January 7<sup>th</sup>, 2016 regular meeting of the Bridgewater Board of Police Commissioners be hereby adjourned. MOTION CARRIED. (Time: 7:42 p.m.)

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Patty Sleep  
 Commission Recording Secretary

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Pat Cappello  
 Chairperson