

**MINUTES**  
**BRIDGEWATER BOARD OF POLICE COMMISSIONERS**  
**February 6, 2025**

Minutes of the Regular Meeting of the Bridgewater Board of Police Commissioners held on February 6<sup>th</sup> , 2025 the Bridgewater Police Service, 45 Exhibition Drive, Bridgewater, NS commencing at 5:30 pm with Board Chair Darren Lipsett presiding.

In attendance: Commissioners Palma Champoux, Diane Spencer, Cheryl Fougere and David Mitchell.

Also present: Chief Scott Feener, Deputy Chief Danny MacPhee, CAO Tammy Crowder and Recording Secretary Patty Sleep.

Regrets: Commissioners Mike Conklin and Fay Patey, as well as Deputy CAO Mark Flint.

Guests: Chris McNeil and Maria Jovellanos from DOJ as well as one member of the public.

**ORDER**

Call to order: 5:30PM.

**ADDITIONS/DELETIONS**

**DECLARATION OF CONFLICT OF INTEREST**

**AGENDA**

**25-005** Moved by Commissioner Mitchell and second by Commissioner Champoux to approve the February Agenda. Motion Carried.

**TRAINING**

**Presentation - DOJ Public Safety Audit Function Report**

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DOJ representatives Chris McNeil and Maria Javellanos attended the meeting to present a power point entitled Public Safety Audit Function Report - Accountability Tools for Governance Bodies.

The purpose of this visit was to discuss the upcoming audit process, authorities and mandate with the Chief, Deputy as well as the Bridgewater Board of Police Commissioners.

To prepare for the audit, DOJ will gather information about the BPS to become familiar with the agency and identify risks and gaps. This information, as well as high risk areas, assists DOJ in selecting audit topics. This assessment period, typically takes one year.

Once the audit date has been determined, BPS and the Police Commission will be notified in written format.

Upon completion, DOJ will discuss the initial draft with BPS on how to address the findings and recommendations in terms of operational needs, etc.

A second draft is then prepared, which includes the agency's input. A follow up by auditors then determines if satisfactory progress is being made.

Approximately one year later, prior to Final Report and conclusion, DOJ follow up to ensure implementation and compliance with recommendations.

## **MINUTES**

- 25-006** Moved by Commissioner Champoux and seconded by Commissioner Mitchell to approve the Minutes of the January 2<sup>nd</sup>, 2025 regular meeting.  
MOTION CARRIED.

## **CORRESPONDENCE & INFORMATION**

### **OLD/ BUSINESS**

#### **Motorola Presentation- update**

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Motorola attended BPS in mid January to present on the new body worn cameras, as well as the new police related technology currently available.

Both BPS members and Police Commissioners attended and noted how and beneficial this new technology appears and how well it could be integrated with existing equipment.

Findings of this pilot project to be further discussed.

### **Policing Standards-update**

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During DOJ visit, BPS existing policing standards were reviewed and discussed and BPS is on the right track.

### **WCB Update**

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CAO, Tammy Crowder provided an update on the current situation with WCB annual premiums.

Unfortunately, policing premiums are lumped in with Town's, which has a significant impact. These numbers also do not provide a true indication of the total surcharge. Such things as speedy return to work programs and OHS training can result in surcharge refunds.

Tammy will continue to investigate and discuss with WCB and provide updates when available.

WCB numbers are provided every three years.

### **NEW BUSINESS**

#### **Memo -Part Time Communication Technicians**

**doc # 25-003**

Questions were raised in terms of retention and turnover in the part time communication technician positions.

In the last two years, three part time communication technicians have come and gone, all with valid reason, as noted in the Memo.

Recent changes have been made to the number of guaranteed hours in an attempt to retain the dispatchers.

Full time is not an option at this point, as these positions are used to back fill for our six full time dispatchers, therefore a permanent, full time position does not meet our scheduling needs.

**Memo- 3<sup>rd</sup> Party C/R check**

**doc#25-004**

Chief Feener provided clarification to the Board in terms of revenue versus costs.

Currently, BPS is under contract with four MOU's where revenue is generated. With the exception of CRTN the number of checks processed fluctuates on a daily basis.

CRTN guarantees a certain amount of checks and revenue per month, which covers part of the two full time Kentville dispatchers.

BPS Operational Budget is not artificially lowered by this revenue. If BPS were to lose this revenue, the budget would be reconfigured.

**January monthly report**

**doc # 25-005**

January month end circulated to Board members, with a brief discussion on the Provincial Act Fines.

The Chief explained the moratorium placed on fines during covid. The only course of action for payment is thru the Motor Vehicle Branch as individuals register vehicles and/or renew drivers license.

Board members are interested in figures stating what percentage of fines are typically never recovered. Chief has quarterly meeting with DOJ where he will discuss and report back.

**2025-26 Operational Budget-draft**

**doc # 25-006**

A Snap shot and rough draft of BPS Operational Budget provided. The timeline for completion is March 2025.

A few additions highlighted:

- \$7K – HR Support and Professional Services
- \$25K – IT through MJSB
- \$10K - Office 365
- \$6K – E Ticketing
- \$15k – Body Worn Cameras

Notes: Police Commission heading should be re-named as is inaccurate.

**Performance Reviews – Chief & Members**

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Board Chair, Darren Lipsett received an e mail from Mark Flint, Deputy CAO where he explained a more formalized review process for the Chief is needed. A yearly evaluation on the Chief of Police is to be completed.

This evaluation is a work in progress, at this point, and updates will be provided.

**NEXT MEETING**

The next meeting is scheduled for Thursday, March 6<sup>th</sup> , 2025.

**ADJOURNMENT**

**25-007**        Moved by Commissioner Mitchell to adjourn the regular meeting.  
Motion Carried

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Patty Sleep  
Recording Secretary

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Darren Lipsett  
Board Chair