



Evans City/Seven Fields Regional Police  
Meeting Minutes  
December 15, 2014 (Seven Fields)

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Members Present: Jennifer Sikora, Kim Armstrong, Bob Messina, Lee Dyer, Dean Zinkhann, Chief McCombs, Michael Baer, Tom Smith, Matt Racunas, Nadine Grabe, Secretary

Jen Sikora made a motion to approve the November 24<sup>th</sup> meeting minutes as presented. Kim Armstrong seconded the motion. Motion carried.

Jen Sikora made a motion to approve the December 4<sup>th</sup> meeting minutes as presented. Bob Messina seconded the motion. Motion carried.

Tom Smith recommended that the Commission table the Part Time Police Officer Hiring at this time since some members have not had time to review the information. Jen Sikora agreed to postpone this action until January 2015 meetings.

Tom Smith recommended two vehicle inspection checklists for the Regional Police Department, one would be used at the start of each shift as well as a weekly inspection checklist. At the beginning of each shift the officer would be responsible to complete the form prior to starting their shift. Chief McCombs suggested using the records management system within the Alert System that could possibly save time and supplies by keeping these records electronically. Jen Sikora made a motion to work toward an inspection checklist for the ECSF Police Department Fleet be it electronic or paper booklets. Lee Dyer seconded the motion. Motion carried.

Tom Smith recommended a performance review that has already been reviewed by Matt Racunas for the Commission to approve. The review could be used as an annual or a performance review. Probationary Officers would need evaluations at the end of their probation periods. Kim Armstrong made a motion to accept the recommended performance review for the ECSF Regional Police Department. Bob Messina seconded the motion. Motion carried.

E-mails have been established within the ECSF Regional Police Department web page. Utilizing the PSAB webpage allows us to have uniform e-mails for each officer.

Tom Smith has been working with Chief McCombs and Officer Mazzanti to get the portable radios and the base radio for the Police Station. Kim Armstrong made a motion to authorize payment of the invoice from Sunny Communications in the amount of \$825.00. Michael Baer seconded the motion. Motion carried.

The Ford Interceptor on order will need to be outfitted. Two bids were obtained, one from Day Ford in the amount of \$10,995.00 and one from IBIS Tek for \$11,650.24 which is approximately \$2000.00 less than the original bid of outfitting it as a K9 unit. Lee Dyer made a motion to accept the bid from Day Ford. Jen Sikora seconded the motion. Discussion regarding having the doors painted white, which is not included in the either of obtained bids. Lee Dyer rescinded his motion. Dean Zinkhann made a motion to re-bid the outfitting to include the painting the doors white from Day Ford and IBIS Tek and accept the lower of the two bids. Jen Sikora seconded the motion. Motion carried.

The established vehicles in the fleet will begin to have the logo modifications completed at Signs By Sam this week and will be ready for January 1, 2015.



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WatchGuard Camera Systems installations will be done by IBIS Tek prior to January 1, 2015.

New patches will be sewn on by Angie Sneddon @ \$3.00 per shirt.

Chief McCombs wanted to let the Commission know that the records management system that the PD currently uses will need to be upgraded in the near future.

A date needs to be decided on when to have the actual swearing in ceremony prior to January 1, 2015. December 29, 2014 would be the preference since the start date is January 1. Tom Smith will attempt to get the District Magistrate's from both jurisdictions.

Dean Zinkhann suggested that the commission have keys for produced for the filing cabinets in the office at Seven Fields to ensure the records are kept secure. Chief McCombs will be taking care of re coding the locks on the existing desks.

Jen Sikora commented on the improvement of the tone of tonight's meeting. We are here as elected officials to represent the tax payers from both communities. She wanted to personally apologize for her comments at the last meeting and she looks forward to more productive meetings such as tonight's meeting. Dean Zinkhann also apologized for his actions at the last meeting.

Jen Sikora made a motion to move to executive session at 6:11 p.m. Bob Messina seconded the motion. Motion carried.

Lee Dyer made a motion to return to public session at 6:55 p.m. Jen Sikora seconded the motion. Motion carried.

Per the recommendation of the Commission Jen Sikora made a motion to officially hire Chief McCombs as the ECSF Regional Police Department Chief on a probationary basis. Michael Baer seconded the motion. Motion Carried.

Jen Sikora made a motion to adjourn at 7:00 p.m. Bob Messina seconded the motion. Motion carried.

Respectfully submitted,

Nadine Grabe  
Administrative Assistant