



Evans City/Seven Fields Regional Police
Meeting Minutes
May 21, 2018 @ 5:15 p.m. (Seven Fields)

Members Present: Dean Zinkhann, Lee Dyer, Mike Baer, Kim Armstrong, Dawn Servello, Jen Sikora, Tom Smith, Sgt. Donald Myers, and Solicitor, Matt Racunas via phone conference call. Chief McCombs was in the audience.

There were no payables to present at this meeting.

The Evans City Seven Fields Calls for service were reviewed at the individual Evans City and Seven Fields Borough council meetings earlier in May.

Tom Smith reviewed the license plate reader spreadsheet for the time period 4/27-05/17/2018. There were 90 citations and 28 warnings issued using the plate reader. He added that the plate reader is an effective tool and showing returns. Jen Sikora asked why more officers were not using the license plate reader. Sgt. Myers explained that it was mostly being used on the 3pm to 11pm shift, but the car is rotated on various shifts. Also, the spreadsheet represents only the time it was used to actually issue a citation or warning, although the reader is running the entire shift. The reader will also pick up warrants associated with vehicle plates, which the time associated with these activities, are not represented on the spreadsheet. Tom Smith said adjustments can be made to the license plate reader spreadsheet depending on commission needs in the future.

Tom Smith requested funds to replace the Evans City station DVR camera which was damaged. Kim Armstrong made a motion to approve replacement of the DVR camera at a cost not to exceed \$320. Jen Sikora seconded the motion. Motion carried.

In order to discuss the EC/SF officers responding to calls in neighboring municipalities, Matt Racunas and Tom Smith will meet with the police union regarding the EC/SF Regional Police Department Extra Territorial Policy. Any comments and input from the commission can be emailed to Tom Smith.

Jen Sikora made a motion to sell a bullet proof vest for \$350 to former EC/SF officer Chris Pipken. Kim Armstrong seconded to motion. Motion carried.

Tom Smith requested the formal approval to hire Lori Brooks for the EC/SF Regional Police Department Administrative Assistant/Billing Clerk. The part-time position is paid a rate of \$16/hour, with no benefits, not to exceed 24 hours per week without prior authorization. Lee Dyer made a motion to approve the hiring of Lori Brooks. Jen Sikora seconded the motion. Dean Zinkhann opposed. Motion carried.

Tom Smith requested authorization of funds for the EC/SF Regional Police Department External Audit, which will take place at the beginning of June 2018 by Peter Vancheri, CPA. Mike Baer made a motion to approve \$3,600 for the external audit. Dawn Servello seconded the motion. Motion carried.

Kim Armstrong made a motion to adjourn to executive session at 5:30 p.m. for a personnel matter. Jen Skiora seconded the motion. Motion carried.

Kim Armstrong made a motion to adjourn the meeting at 5:30 p.m. Lee Dyer seconded the motion. Motion carried.

Respectfully submitted,

Lori Brooks
ECSF Regional PD Secretary