



Evans City/Seven Fields Regional Police 4
Meeting Minutes

November 26, 2018 @ 5:15 p.m. (Seven Fields)

Members Present: Kim Armstrong, Jen Sikora, Lee Dyer, Mike Baer, Dawn Servello, Dean Zinkhann, Tom Smith, Regional Police Administrator and Matt Racunas, Solicitor.

Regional Police Administrator Smith presented the Public Participation Policy Resolution 2018-03. He stated that Solicitor Racunas did consult with other municipalities on their public participation policies and has reviewed Resolution 2018-03. The commission members had no questions or comments. Mike Baer made a motion to approve Resolution 2018-03. Lee Dyer seconded the motion. Motion carried.

Jen Sikora made a motion to approve the October 15, 2018 meeting minutes as presented. Kim Armstrong seconded the motion. Motion carried.

Kim Armstrong made a motion to approve the payables (10/16-11/21/2018) as presented at this meeting. Jen Sikora seconded the motion. Motion carried.

The Evans City Seven Fields Calls for Service for October 2018 were reviewed by the Commission Members. Kim Armstrong noted that the officers have been busy with traffic stops.

Regional Police Administrator Smith requested that the legal advertisement for the 2019 EC/SF Police Commission Meeting dates be posted. He explained that the locations of the 2019 meetings will be split evenly between Evans City and Seven Fields. Lee Dyer commented that they would have to double check on the availability of the room at Evans City on Mondays in 2019. Matt Racunas stated that the legal ad can be run, and if there are changes to the locations/dates it can be ratified at the December meeting. Jen Sikora made a motion to approve the posting of the legal advertisement for the 2019 Commission meeting dates. Kim Armstrong seconded the motion. Motion carried.

Regional Police Administrator Smith presented EC/SF Police Department Expenditure Policy regarding the purchase of uniform items by officers. He explained that forms would be completed to keep in line with the policy. He asked Solicitor Racunas if he felt these forms/policy should be reviewed and discussed with the Police Union before they would be implemented. Solicitor Racunas agreed. The commission will table the item until after speaking with the union to approve the use of the Payroll Deduction and Purchase Requisition Approval forms.

Regional Police Administrator Smith requested the approval of payment to the Butler County Treasurer for the radio upgrade. He explained that the chart provided to the commission members breaks down the cost of the radio upgrade. Butler county pays 75% of the cost, and that funds were earmarked in the EC/SF Regional Police Department 2017 and 2018 capital budgets to cover the costs (25%) that require payment. The cost came in less than expected. Kim Armstrong made a motion to approve the payment to the Butler County Treasurer for the radio upgrade in the amount of \$13,627.99. Jen Sikora seconded the motion. Motion carried.

Regional Police Administrator Smith reviewed the chart for the 2019 Insurance Renewal rates (life, disability, property, general liability, worker's compensation, etc.). He explained that the

worker's compensation rates went up significantly, so he shopped for other rates. C.W. Howard Insurance did block another company from providing the police department with rates, which is a common occurrence in the insurance industry. Michael Baer agreed with this and elaborated on how the insurance industry has the power and control to do this. He explained that in the end, Brick Street Insurance, who has an A rating out of West Virginia, provided a worker's compensation rate for 2019 of \$16,316. This is a savings of \$8,947 over what was allocated for worker's compensation insurance in the 2019 budget (\$25,263). Regional Police Administrator requested approval of the 2019 insurance budgets through MetLife, Selective, and Brickyard insurance companies. Dean Zinkhann inquired if the officers' salaries are covered at 100% while out on disability as stated in their contract. Regional Police Administrator Smith explained that the officers are paid 100%. The insurance company covers them at 50%. The EC/SF Regional Police Department makes up the difference and covers the other 50% because of their type of occupation, no insurance broker would grant 100% coverage. Kim Armstrong makes a motion to approve the use of MetLife (\$10,279), Selective (14,632), and Brickyard (\$16,316) insurance companies at the rates provided. Jen Sikora seconded the motion. Motion carried

Regional Police Administrator Smith requested a discussion regarding when the Commission wants to start interviews and hire a Full-Time Officer, and also the extending of the Charter Agreement. He stated that the Charter Agreement between Evans City and Seven Fields Boroughs for the establishment of the EC/SF Regional Police Department dovetails into the hiring of a Full-Time officer. The Charter Agreement notes at the end of year 8 if a municipality wants to disband they have to notify the other municipality in order to divide up resources within 24 months. Regional Police Administrator Smith said would like to have the Charter Agreement extended before hiring a full-time officer. Kim Armstrong stated she feels we need another full-time officer. Dean Zinkhann inquired how many officers the department has. Regional Police Administrator Smith stated the department currently has 6 part-time and 4 full-time officers. Lee Dyer asked if any of the current part-time officers have applied for the full-time position, and what hours do the part-time officers currently average. Regional Police Administrator Smith replied 2 of the officers have applied, and PT officers average 32 hours a week. Jen Sikora mentions that she is pretty confident that Seven Fields Borough will renew the Charter Agreement. Dean Zinkhann stated that some of the Evans City residents had some concerns about the police coverage. Lee Dyer asked Dean Zinkhann if Evans City Borough has any other objections to extending the Charter Agreement. Dean Zinkhann said he doesn't have any concerns other than the actual budget savings. Regional Police Administrator Smith said that the cost savings are still there for the Boroughs. He requested to renew the Charter Agreement for another 5 years to take the EC/SF Regional Police Department to 15 years total. This would give a new full-time officer more security. Kim Armstrong agreed. Lee Dyer stated a 3-year extension would be better than 5 years. Jen Sikora said that 5 years would provide more consistency going forward. It was decided that the extending of the Charter Agreement would be addressed at the next Police Commission meeting in December.

Interviews for Part-Time officers began with Korey Zarnick followed by Tyler Glenn. Commission members were provided rating charts to be completed for each candidate so Regional Police Administrator Smith can average the information submitted at the completion of both interviews.

Kim Armstrong made a motion to adjourn the meeting at 6:27 pm. Jen Sikora seconded the motion. Motion carried.

Respectfully submitted,

Lori Brooks
ECSF Regional PD Secretary