



Evans City/Seven Fields Regional Police
Meeting Minutes

December 17, 2018 @ 5:15 p.m. (Seven Fields)

Members Present: Kim Armstrong, Lee Dyer, Mike Baer, Dawn Servello, Dean Zinkhann, Dean Galitsis, Chief McCombs, Tom Smith, Regional Police Administrator and via phone conference call Matt Racunas, Solicitor.

Kim Armstrong made a motion to approve the November 26, 2018 meeting minutes as presented. Dawn Servello seconded the motion. Motion carried.

Kim Armstrong made a motion to approve the payables (11/27-12/17/2018) as presented at this meeting. Dawn Servello seconded the motion. Motion carried.

The Evans City Seven Fields Calls for Service for November 2018 were reviewed by the Commission Members. There were no questions.

Regional Police Administrator Smith reviewed that the legal advertisement that was placed for the 2019 EC/SF Police Commission Meeting dates. He requested clarification on the availability of the community room at Evans City on Mondays in 2019 when the meetings are scheduled to be held there. Lee Dyer responded that the dates listed will be fine to hold the Commission meetings in Evans City. There may be a couple of dates where there is another meeting/event schedule immediately after the Commission meeting, and the meeting would have to end timely so not to delay the next meeting. Lee Dyer stated that he would let Mr. Smith know ahead of time if this is going to occur. Kim Armstrong made a motion to approve the locations and dates for the 2019 Commission meetings. Lee Dyer seconded the motion. Motion carried.

Regional Police Administrator Smith presented the EC/SF Police Department quotes for a new 2019 IT service agreement. He explained that the department's current IT service provider, Tim Jones, will be getting out of this line of business. Regional Police Administrator Smith stated that Chief McCombs obtained the IT service agreement quotes provided from CompuGig (\$2,736) located in Cranberry Township and NellCom Tech (\$9,738) located in New Castle. Tim Jones, our current IT provider, shared the details of his service for the basis of the new quotes. The laptops which were recently purchased came from CompUGig. The IT services requested were budgeted for in 2019. Regional Police Administrator Smith stated that Seven Fields Borough recently needed to use CompuGig services and recommends them. Kim Armstrong made a motion to approve CompUGig as the 2019 IT service provider at \$2,736/year. Dawn Servello seconded the motion. Motion carried.

Regional Police Administrator Smith presented the EC/SF Regional Police Department 2019 Employee Assistance Program at the cost of \$202.80/year which is based on the number of employees we have. Mike Baer made a motion to approve the Employee Assistance program in the amount of \$202.80. Kim Armstrong seconded the motion. Motion carried.

Regional Police Administrator Smith reviewed the EC/SF Regional Police Department Wage and Policy Unit Memorandum of Understanding dated December 2018 which is between the Union and the Police Commission. He stated the Memorandum will allow the officers to carryover the personnel time noted in the memorandum into 2019, to be used by 6/30/2019. Chief McCombs will approve time-off beforehand to insured coverage. Kim Armstrong noted

that this is a good idea and will show good faith towards the officers on the part of the Commission. Mike Baer made a motion to approve the EC/SF Regional Police Department Wage and Policy Unit Memorandum of Understanding dated December 2018. Dawn Servello seconded the motion. Motion carried.

Regional Police Administrator Smith presented the PlanIt Police Scheduling Software (\$995/year). He explained that this scheduling software, which is a live cloud-based system, will also allow uniform tracking, record court dates, special details, and is ADP compatible. Chief McCombs added that the officers will be able to check their live schedules daily, hearing date information will be in one place, and if there is a call-off they can pick up a shift by pressing a button on their phone. Mike Baer asked if the officers will still have to punch in. Chief McCombs explained that they will not punch in, the system will put them in at 8 hours. This will eliminate the 15 minutes of overtime that occurs when punching in on ADP. Kim Armstrong made a motion to approve the PlanIt Scheduling system at the cost of \$995/year. Dean Galitsis seconded the motion. Motion carried.

Matt Otto, Evans City Borough board member, addressed the Commission. He asked that the Commission consider adding an additional opt-out clause be added to the Charter Agreement extension possibly in year 12, in order to protect the Evans City Borough Council. The current opt-out options are years 8 and 15. Regional Police Administrator Smith stated that an additional opt-out date could reduce job security for potential full-time hires. Mr. Otto thanked the Commission for their consideration.

Regional Police Administrator Smith requested an adjournment to executive session for a personnel hiring discussion. Kim Armstrong made a motion to go into executive session at 5:38 pm. Dawn Servello seconded the motion. Motion carried.

Executive Session ended at 5:59 pm.

Regional Police Administrator Smith requested that Dawn Servello replace Jennifer Sikora as an authorized signature on the ECSF Regional Police Department checking account. Kim Armstrong made a motion to authorize Dawn Servello to sign ECSF Regional Police Department checks. Dean Galitsis seconded the motion. Motion carried.

Kim Armstrong made a motion to adjourn the meeting at 6:03 pm. Jen Sikora seconded the motion. Motion carried.

Respectfully submitted,

Lori Brooks
ECSF Regional PD Secretary