



Evans City/Seven Fields Regional Police
Meeting Minutes

February 25, 2019 @ 5:15 p.m. (Seven Fields)

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

Tom Smith, Regional Police Administrator, addressed the 2019 reorganization of the ECSF Police Commission offices. He explained it has been 2 years since the last reorganization of the offices held. Kim Armstrong made a motion for Dawn Servello as President. Lee Dyer made a motion for Kim Armstrong as Vice President. Kim Armstrong made a motion for Mike Baer as Secretary. Lee Dyer will remain the Treasurer. All in favor. Motions carried.

Kim Armstrong made a motion to approve the December 17, 2018 meeting minutes as presented. Dean Galitsis seconded the motion. Motion carried.

Kim Armstrong made a motion to approve the payables (12/17/2018-2/22/2019) as presented at this meeting. Mike Baer seconded the motion. Motion carried.

The Evans City Seven Fields Calls for Service for December 2018 and January 2019 were reviewed by the Commission Members. There were no questions.

Regional Police Administrator Tom Smith presented the resignation letter from full-time Officer Jason Gilotty effective 1/27/2019. Dawn Servello commented that the commission is sad to see him leave and that he was a good personality in the department. Dawn Servello made a motion to accept the resignation of Officer Jason Gilotty. Dean Galitsis seconded the motion. Motion carried.

Regional Police Administrator Smith introduced the 2 candidates to be hired as part-time officers. He introduced Mike Podolec, a Cranberry Township resident, who is a recent graduate of the Indiana University of PA police academy. He added that Mike has completed all of his hiring clearances. Mike will start his field training as soon as he gets clearance from his doctor for an injury. Lee Dyer asked if he could start any of the training now. Chief McCombs said they cannot certify Mike until he completes the battery of tasks, and due to the injury that cannot happen until he is medically cleared. Mike Podolec said he has his follow-up doctor's appointment on March 14, 2019. Lee Dyer made a motion to hire Mike Podolec as a part-time officer. Dean Galitsis seconded the motion. Motion carried. Regional Police Administrator Smith introduced Chris Scalise, a Mars resident, as the other part-time officer candidate who has also completed his hiring clearances. Chief McCombs stated that although Chris has worked part-time at another police department he will still have to complete the entire 320 hours of field officer training with Corporal Longdon due to his experience level. Kim Armstrong made a motion to hire Chris Scalise as a part-time officer. Dean Galitsis seconded the motion. Motion carried.

Regional Police Administrator Smith presented the 4th quarter 2018 Budget Analysis and Fund balances. He commented that although it was a challenging year for a variety of reasons including both the Chief and Sergeant being out on medical leave, the department weathered it and was prepared as much as it could be. Kim Armstrong commented that she feels both

Regional Police Administrator Smith and the Chief did a good job keeping the budget under control under the circumstances.

Regional Police Administrator Smith reviewed the EC/SF Police 2018 Pension Plan financial loss of \$4,062 due to market fluctuations. He stated that many other municipalities and police departments lost a lot more and the pension plan financials have already bounced back in the 1st quarter of 2019 and the losses are being recovered.

Regional Police Administrator Smith presented the All-Traffic Speed Sign Maintenance Annual Renewal. This covers two speed signs. The funds were allocated in the 2019 budget. Mike Baer made a motion to approve All-Traffic Speed Sign Renewal contract for 12 months at the cost of \$3,000/year. Dawn Servello seconded the motion. Motion carried.

Regional Police Administrator Smith presented the EC/SF Regional Police Department 2018 external audit at the cost of \$3,750. The department has this annual audit expense each year. The audit was budgeted at \$3,725. Regional Police Administrator Smith mentioned for the 2020 budget year the department will seek out additional audit companies for quotes. Kim Armstrong made a motion to approve the 2018 audit proposal from Hosack, Specht, Muetzel & Wood in the amount of \$3,750. Mike Baer seconded the motion. Motion carried.

Regional Police Administrator Smith presented the quote from CompUGig to upgrade the EC/SF Regional Police Computer Security Systems. Chief McCombs explained that CompUGig, the department's IT Service provider, has recommended that the EC/SF Police Department have their own virtual private network (VPN) created which will make the networking of the system more secure. This will also make the transfer of data faster and smoother. Lee Dyer asked if this upgrade will make the system more secure. Chief McCombs confirmed this and stated that is the main objective of the upgrade. Mike Baer asked about the 2 years reflected in the quote. Chief McCombs said the quote includes two years for the warranty/maintenance but the main cost is the initial set-up of the VPN at both stations. Regional Police Administrator Smith said that he will use the monies budgeted in 2019 for the WatchGuard Body Cameras to cover the cost of the computer security upgrade. Dean Galitsis made a motion to approve the CompUGig Security Upgrade in the amount of \$3,645. Lee Dyer seconded the motion. Motion carried.

Regional Police Administrator Smith reviewed the requests for officer training. The Police In-Service Supervisory Training (POSIT) will be held at the Allegheny Co. Police Training Academy, March 2019. Corporal Longdon has requested this training. The \$1,790 requested covers the cost of the seminar and Cpl. Longdon's salary for the week. Regional Police Administrator Smith stated there is money budgeted for training. Lee Dyer asked Cpl. Longdon what he will learn at this training. Cpl. Longdon explained he will gain knowledge on personnel management, evaluation, and legal issues that may occur. Mike Baer made a motion to approve Corporal Longdon to attend POSIT at the cost of \$1,790. Lee Dyer seconded the motion. Motion carried. Regional Police Administrator Smith presented the request for Advanced Roadside Impairment Driving Enforcement (ARIDE) training in March 2019. This will be held at State Police locations. Officers Conti and Mondzelewski have requested this training. Chief McCombs stated it will cover alcohol/drug impairment and highway safety. Mr. Smith explained that the officers will have to take a written test to pass the training. The cost to cover the salary for both officers for the 2-day training is \$604 in total. Kim Armstrong asked if medical marijuana use is covered in this training. Chief McCombs said there will be another free course offered in May 2019 by Cranberry Township that will cover this issue more extensively. Kim Armstrong made a motion to approve Officers Conti and Mondzelewski to attend ARIDE training at the cost of \$604. Dean Galitsis seconded the motion. Motion passed.

Regional Police Administrator Smith explained that there were some scheduling conflicts with the EC/SF Police Commission 2019 meeting dates scheduled to be held at the Evans City library. He presented the legal advertisement which re-advertises the rest of the 2019 meetings to be held at the Seven Fields Borough building. Kim Armstrong made a motion to place the legal advertisement for the public notice to change the locations of the 2019 EC/SF Regional Police Commission meetings. Dean Galitsis seconded the motion. Motion passed.

Regional Police Administrator Smith requested an adjournment to executive session for a discussion involving personnel. Kim Armstrong made a motion to go into executive session at 5:48 pm. Lee Dyer seconded the motion. Motion carried.

Executive Session ended at 6:00 pm.

Lee Dyer made a motion to adjourn the meeting at 6:01 pm. Kim Armstrong seconded the motion. Motion carried.

Respectfully submitted,

Lori Brooks
ECSF Regional PD Secretary