



Evans City/Seven Fields Regional Police
Commission Meeting Minutes
January 25, 2021 @ 5:15 p.m. (Zoom Meeting)

Members Present: Dean Galitsis, Cheri Deener, Diana Zoelle, Dean Zinkhann, Mike Baer, Dawn Servello, Chief McCombs, Tom Smith, Regional Police Administrator, and Matt Racunas, Solicitor.

Cheri Deener made a motion to approve the November 30, 2020 meeting minutes as presented. Mike Baer seconded the motion. Motion carried.

Mike Baer made a motion to approve the payables (11/26/2020-1/20/2021), as presented at this meeting. Dawn Servello seconded the motion. Motion carried.

The Evans City Seven Fields Calls for Service for October 2020 were reviewed by the Commission Members. Regional Police Administrator Smith noted in November 2020 there were 92 calls for Evans City Borough and 78 calls for Seven Fields Borough. For December 2020 there were 102 calls for Evans City Borough and 75 calls for Seven Fields Borough. There were no questions.

Regional Police Administrator Smith presented the 2020 audit cost from certified public accountants Hosack, Specht, Muetzel, and Wood in the amount of \$3,925. He explained that this auditing firm has been with the ECSF Regional Police Department since 2015, and would like to stay with them. Mike Baer made a motion to approve using Hosack, Specht, Muetzel, and Wood for the 2020 audit at the cost of \$3,925. Dean Zinkhann seconded the motion. Motion carried.

Regional Police Administrator Smith reviewed the pension plan document from the recent pension plan audit. Regional Police Administrator explained that to be complaint we need to amend our plan document, and a legal ad will need to be placed. Matt Racunas, the Solicitor, explained that the pension's master plan refers to a joinder agreement. He recommended that we do a joinder agreement with the PA State Assoc. of Boroughs (PSAB), and then pass an ordinance that states we adopted this joinder agreement. Mike Baer made a motion to place a legal ad for the pension joinder agreement. Dawn Servello seconded the motion. Motion carried.

Regional Police Administrator Smith presented the 4th quarter 2020 Budget Analysis and Fund Balances. He explained that revenue/income was at 98.5% of what was projected for 2020, and the Pension aid revenue was at 105%. He stated that he was pleased that the overall expenses came in at 87.4% of what we projected for the 2020 fiscal year. Regional Police Administrator Smith commended Chief McCombs, Lori Brooks, and the entire police department for managing the expenses during what was a difficult year. There were no questions.

Regional Police Administrator Smith presented the annual All-Traffic Speed Sign Maintenance Renewal. This covers two portable speed signs which allow the ECSF Police Department to provide speed information to the residents for speed and traffic volume data. The funds were allocated in the 2021 budget. Dean Zinkhann made a motion to approve the All-Traffic Speed Sign Renewal contract for 12 months at the cost of \$3,000/year. Cheri Deener seconded the motion. Motion carried.

Regional Police Administrator Smith requested approval to pay the annual WatchGuard Video annual maintenance and warranty invoice for 2021 (\$2,228) for the in-car cameras. The invoice is less than the \$2,400 budgeted amount for 2021. Cheri Deener made a motion to pay the WatchGuard annual invoice at the cost of \$2,228. Dawn Servello seconded the motion. Motion carried.

Regional Police Administrator Smith requested approval to pay the 2021 user service agreement with Plate Capture Solutions for \$2,200 which was \$300 less than what was budgeted in the EC/SF Regional Police Department 2021 budget. The Automated License Plate Reader (ALPR) system takes images of each vehicle driving through an intersection. Diana Zoelle made a motion to pay the annual user agreement with Plate Capture Solutions at the cost of \$2,200. Dawn Servello seconded the motion. Motion carried.

Regional Police Administrator Smith requested approval of the annual invoice (\$202.80) from UPMC Life Solutions for the 2021 employee assistance program. Mike Baer made a motion to pay the 2021 Life Solutions invoice at the cost of \$202.80. Dean Zinkhann seconded the motion. Motion carried.

Regional Police Administrator Smith requested approval to purchase ammunition at the cost of \$2,200. He explained that Chief McCombs received notification that due to the scarcity of ammunition we need to place an order now. Otherwise, we will not be able to obtain ammunition in 2021. Mike Baer asked if he thinks we should buy even more now. Chief McCombs said he feels the order for \$2,200 should cover us through 2021. Dean Galitsis commented that the components to make ammunition are hard to find. Dean Zinkhann made a motion to approve the purchase of \$2,200 in ammunition. Dawn Servello seconded the motion. Motion carried.

Regional Police Administrator Smith requested approval to purchase an annual subscription to DropBox for three users. Chief McCombs explained the DropBox will be used to transfer large data files to the Butler County District Attorney, versus delivering files by hand. Dean Galitsis asked if the DropBox is secure. Chief McCombs replied that our IT team said it matches the security of what the county uses. Diana Zoelle made a motion to approve the purchase of the DropBox annual subscription for \$720. Cheri Deener seconded the motion. Motion carried.

Regional Police Administrator Smith explained that Innovative Public Safety, our IT support contractor, said three computers need to be upgraded from Windows 7 to Windows 10. However, they suggested that it was better to just replace the computers due to their age. Dean Galitsis stated that Windows 7 is no longer supported with updates or patches. Regional Police Administrator Smith stated the cost of purchasing 3 new computers will be \$3,259.50, and the 2021 Body Camera budget (\$3,000) will be used for the computers. Dean Galitsis made a motion to purchase three computers with upgrades to Windows 10 from Innovative Public Safety for \$3,259.50. Dean Zinkhann seconded the motion. Motion carried.

Regional Police Administrator Smith requested authorization for the disposal of police equipment and asked Chief McCombs to give more detail. Chief McCombs said that there are old steel and metal automobile equipment stored that will not retrofit any of our existing units or could be used by another police department. It has no value. Chief McCombs will provide a detailed list of the equipment to the police commission members. Diana Zoelle made a motion to approve the disposal of police property as per the list that will be provided by Chief McCombs. Dawn Servello seconded the motion. Motion carried.

Regional Police Administrator Smith requested approval to hire Abigail Evans and Luke Rowlands as part-time Officers who were interviewed by himself and Chief McCombs. He stated that they are both recent graduates of the Allegheny County Police Academy, and will be invited to the March ESCF Regional Police commission meeting in March. Mike Baer made a motion to hire Abigail Evans and Luke Rowlands as part-time officers. Dawn Servello seconded the motion. Motion carried.

Regional Police Administrator Smith presented Corporal Longdon's request to attend Leadership and Command training on February 8-12, 2021. The total cost is \$1,976 for the webinar training course (\$764) and payroll costs (\$1,212). He stated that we have \$12,000 budgeted in 2021 for

training. Diana Zoelle made a motion to approve Corporal Longdon attending Leadership and Command training at the total cost of \$1,976. Dawn Servello seconded the motion. Motion passed.

Dean Zinkhann made a motion to adjourn the meeting at 6:00 pm. Dawn Servello seconded the motion. Motion carried.

Respectfully submitted,

Lori Brooks
ECSF Regional PD Secretary