



Evans City/Seven Fields Regional Police
Meeting Minutes
January 25, 2016 (Seven Fields)



Members Present: Jen Sikora, Kim Armstrong, Lee Dyer, Dawn Servello, Dean Zinkhann, Chief McCombs, Tom Smith, Secretary, Nadine Grabe and Solicitor, Matt Racunas.

Jen Sikora made a motion to accept the meeting minutes from December 21, 2015. Kim Armstrong seconded the motion. Motion carried.

Jen Sikora made a motion to approve the payables as presented. Kim Armstrong seconded the motion. Motion carried.

Tom reviewed the year end budget analysis with the Commission Members showing an approximate \$40,000.00 surplus. He would like the Commission to make a determination on how to distribute these funds, with a suggestion of either splitting the surplus between the two communities respectfully or creating a Capital Reserve fund for future needs of the department. Lee Dyer made a motion to put \$20,000.00 into a Capital Reserve fund for the department and split the other \$20,000.00 respectfully and reduce the 2nd Quarter payment due from each municipality. Jen Sikora seconded the motion. Motion carried.

Tom Smith distributed the applications and letters of intent for the Full Time Officer position and would like to have the Commissions recommendations for interviews no later than February 5, 2016. The applicants that receive interview requests will be interviewed in February.

Although the personell manual had been approved and passed in late 2015, there were a few changes that bargaining unit requested so Tom Smith would like the Commission to approve the updated version at this time. Jen Sikora make a motion to approve the Personell Manual including the Naloxone Policy. Lee Dyer seconded the motion. Motion carried.

EC/SF Regional Police Department Annual Financial Audit proposals submitted by Cypher and Cypher at a cost of \$3,500.00 plus out-of-pocket costs, and a proposal submitted by Hosack, Specht, Muetzel & Wood LLP at a cost of \$3,300.00 with no additional costs. Jen Sikora made a motion to accept the proposal from Hosack, Specht, Muetzel & Wood LLP. Kim Armstrong seconded the motion. Motion carried.

Police Chief Report – Chief reported about the recent activity within the municipalities as far as police calls and activity. Lee Dyer had questions regarding the police schedule and not understanding the reasoning behind not having a consistent amount of hours each week. Chief explained that with the limited part time officers and their availability there may have been a few shifts that had to be changed to accomidate the scheduling needs of the department.

Corporal Longdon has created a Fleet Management program and has submitted the 2015 maintenance records of the EC/SF Fleet for the Commission Members review. Commission members were pleased to see the information and requested that they receive the report quarterly in the future.



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Kim Armstrong made a motion to adjourn to executive session to discuss personell issues at 5:56 p.m. Jen Sikora seconded the motion. Motion carried.

Jen Sikora made a motion to return to public session at 6:20 p.m. Kim Armstrong seconded the motion. Motion carried.

Jen Sikora made a motion to approve a 4.25% raise in 2016 for Chief McCombs. Dean Zinkhann seconded the motion. Motion carried.

Jen Sikora made a motion to approve a 4.25% raise in 2016 for the Secretary Nadine Grabe to be paid by the Commission for the hours worked for the ECSF Regional Police Department. Lee Dyer seconded the motion. Motion carried.

Tom Smith suggested that the vacation policy be carried over to the February meeting. The Commission is taking under consideration weather they are going to permit more than one ranking full time officer to be on vacation in the same timeframe.

Jen Sikora made a motion to adjourn the meeting at 6:30 p.m. Kim Armstrong seconded the motion. Motion carried.

Respectfully submitted,

Nadine Grabe,
ECSF Regional PD Secretary