

AGENDA

Bridgewater Board of Police Commissioners

February 6th , 2025 @ 5:30 PM

Community Room – Bridgewater Police Service

Order

Additions/Deletions to Agenda

Declaration of Conflict of Interest

Training Opportunity

Chris MacNeil, Dept of Justice

Minutes

January 2025

Correspondence & Information

Unfinished/Old Business

Motorola Presentation - update

Policing Standards – update

WCB Update

New Business

25-003 Memo -Part Time Communication Technician

25-004 Memo - 3rd Party Criminal Record Checks

25-005 January Monthly Report

25-006 2025-26 Operational Budget - Draft

Performance Reviews – Chief and Members

Sundry

Next Meeting

March 6th , 2025

Adjournment

There will be an In-Camera meeting held immediately following this meeting to deal with matters under the Municipal Government Act, Section 22(c) Personnel.

MINUTES
BRIDGEWATER BOARD OF POLICE COMMISSIONERS
January 2nd, 2025

Minutes of the Regular Meeting of the Bridgewater Board of Police Commissioners held on January 2nd, 2025 the Bridgewater Police Service, 45 Exhibition Drive, Bridgewater, NS commencing at 5:30 pm with Board Chair Darren Lipsett presiding.

In attendance: Commissioners Palma Champoux, Diane Spencer, Cheryl Fougere, Mike Conklin, Fay Patey and David Mitchell.

Also present: Chief Scott Feener, Deputy Chief Danny MacPhee, CAO Tammy Crowder and Recording Secretary Patty Sleep.

Regrets:

ORDER

As the position of Board Chair is vacant, CAO, Tammy Crowder called the meeting to order at 5:30PM and proceeded to call for nominations.

ELECTIONS

Call for nominations for Board Chair, once
Commissioner Patey nominated Darren Lipsett
Second call for nominations, with not further nominations.
Darrren Lipsett accepted. The Commission has acclamation for the position of Chair.

Board Chair Lipsett called for nominations for Vice Chair.
Commissioner Mitchell nominated Commissioner Fougere, Cheryl accepted.
Commission has acclamation for Vice Chair

ADDITIONS/DELETIONS

New Business - Consent Agenda - Commissioner Patey
New Business - Winter Parking- Commissioner Conklin

DECLARATION OF CONFLICT OF INTEREST

AGENDA

25-001 Moved by Commissioner Patey and second by Commissioner Champoux to approve the January Agenda. Motion Carried.

TRAINING

Police Commission Orientation Booklet

The final draft of the Police Commission Orientation Booklet was circulated by fay to board members.

Commissioner Patey informed the Board, it is a legislative requirement for police boards to provide orientation information.

A brief discussion of roles and responsibilities, which fall under the By Laws, Code of Conduct and administration vs operations, Commissioner Patey recommended: members to provide updates and advise if more is required and vote on final document at the May meeting.

Commissioner Patey also circulated a document entitled 'Smile you're In Camera' which she received at a Board training session. The document provides guidelines which affirm, the Bridgewater Board is on target.

Members agreed, the booklet was very well done and is an easy read. Commissioner Patey was thanked for her efforts.

- 25-002** Moved by Commissioner Patey and seconded by Commissioner Spencer to accept the orientation guide and to approve as a living document and reviewed annually. Motion carried.

MINUTES

- 25-003** Moved by Commissioner Conklin and seconded by Commissioner Mitchell to approve the Minutes of the December 5th , 2024 regular meeting. MOTION CARRIED.

CORRESPONDENCE & INFORMATION

OLD/UNFINISHED BUSINESS

Motorolla Body Cam update-PEI visit

Chief Feener and Deputy Chief MacPhee traveled to Charlottetown, PEI in December to be part of new technology Motorola were rolling out. The visit was also to include viewing of the existing products Charlottetown PS have in place.

Both Chief and Deputy were very impressed with both the existing technology and equipment, as well as the new. CCTV cameras, plate readers and body cams were discussed in great depth.

Many advantages to the Town and Police Service, if this technology were to be purchased. Cost recovery options for CCTV cameras were discussed as possibilities, including local business buy-in as well as piggy back on PEI's systems.

After a short Q&A, members of the Board expressed interest in a two-week trial of this equipment as well as a presentation by Motorola to receive first hand info on the products. The chief will arrange.

Policing Standards Memo

doc # 25-001

At the December meeting, the Board directed Chief Feener to provide an update on the status of the 36 provincial policing standards currently in place at BPS as these standards are expected to be audited in the future.

An internal review was conducted. Chief Feener explained, of the 36 standards listed, BPS currently has 30 in place; either a policy, procedure or MOU.

Of the six standards remaining, 3 have been provided by the Province. The remaining three, do not apply to BPS at this point, so are not necessary. It was suggested, perhaps a policy stating same, should be considered.

The three DOJ Audit team members are scheduled to attend the February Police Board meeting. The purpose of the visit, is to provide details on the audit procedure and provide clarification as to what is needed. It will also give the board an opportunity for a Q&A session.

Commission Training Update – Board Chair

Board Chair, Darren Lipsett advised, DOJ is scheduled to attend the March 6th Commission meeting. They are to provide on the board's roles and responsibilities.

NEW BUSINESS

December monthly report

doc # 25-002

December month end circulated to Board members, with a few notes:

- SSRO December report, not included as Cst Creamer was on general patrol to assist in back filling shifts, followed by vacation for two weeks, therefore, no services to report.
- Provincial Act fines continue to trickle in slowly, with the only recourse of action on payments is through MV Branch at the time of license renewals.
- PSD Davis is unofficially retired, with the new dog, Keiji, now in service.

Consent Agenda

Commissioner Patey raised the topic of a 'consent agenda' for the Board's consideration.

The idea of this agenda targets efficiency and effectiveness which subsequently could save time. This format also keeps members accountable, ensuring documents are read prior to the meeting.

After a short discuss, members agreed, to continue with the existing process and not adopt the consent agenda at this time. If the meetings grow in length, this idea could be re-visited.

Bridgewater Board of Police Commissioners

Regular Meeting

January 2nd , 2025

Winter Parking

Commissioner Conklin has received complaints from residents as well as tow truck drivers who are upset at vehicles parked roadside during winter storms.

Chief Feener spoke to this and advised, many tickets were issued during the last storm by BPS. Under the MV Act, these tickets can only be issued when Public Works are actually clearing the roads and not prior.

Perhaps more public announcements would help, to remind individuals of parking ban. Currently, the only method being use is through social media.

NEXT MEETING

The next meeting is scheduled for February 6th , 2025.

ADJOURNMENT

25-004 Moved by Commissioner Patey to adjourn the meeting. Motion Carried

Patty Sleep
Recording Secretary

Darren Lipsett
Board Chair



DOL 25 - 003

Memo

To: Bridgewater Police Commission
From: Chief Scott Feener
Date: January 27, 2025
Re: Part time Communication Technicians

This Memo is in response to questions asked about part time communication technicians, retention, cost, etc.

Currently, BPS has six full time communication technicians, as well as one support person who is responsible for records management, front counter and lunch relief Monday through Friday. These positions are augmented with two part time communication technicians who are guaranteed 40 hours biweekly. This allows the participation in the group benefits and pension plans.

If the two part timers were to become full time, it would cost an additional \$83,500.00 annually. This status change would not impact the current revenue situation with C/R checks significantly enough to absorb this cost. Furthermore, this would create scheduling challenges, as the part timers back-fill for vacations as well as last minute sickness for the full timers.

In 2024, the senior part time communication technician worked 177 hours less than a typical full-time dispatcher. The second part timer worked 1000 hours less, however, the position was vacant for 7 months.

Over the last 24 months, we have had four part timers come and go. One relocated to the valley, one took full time employment, closer to home, the third took full time employment at the Town of Bridgewater and the fourth resigned as she was not successful on her on the job training. It is made perfectly clear at the time of hire, the position is part time and will only become full time as the full timers resign.



DOC 25 - 004

Memo

To: Bridgewater Police Commission
From: Chief Scott Feener
Date: January 27, 2025
Re: 3rd Party C/R Checks: Revenue vs. Operating Cost

This memo is in response to questions asked regarding the revenue

Currently, BPS has contracts with four third party record check providers.

One of these companies, produces large numbers of checks, with a guaranteed amount of revenue each month. The other three companies fluctuate as they are based on demand.

An average estimate of revenue for all companies combined, is between \$375,000.00 - \$450,000.00 annually. Out of this total revenue, \$200,000.00 is for the police reserves annually, \$150,000.00 goes toward the operational budget, while \$30,000.00 is used to off set salaries for two, full time dispatchers who complete the majority of the record checks.



POL 25 - 005

Monthly Report - January 2025

PERSONNEL & ADMINISTRATION

The Chief and Deputy met with the Minister of Justice on January 17th to discuss policing issues, locally and provincially.

Deputy Chief MacPhee also attended the High Risk Domestic Violence Quarterly meeting.

Deputy MacPhee had a meeting with Southwest Nova Chief Crown for Prosecutions, regarding members on WCB.

Both the chief and deputy participated in a WCB case conference involving a BPS member.

The deputy attended insurance training held at Town Hall this month.

Chief Feener and Deputy MacPhee attended as sharing circle at the Mahone Bay Community Center in regards to intimate partner violence and the recent homicides relating to it.

Chief and Deputy held a full day of BPS supervisor's training and meetings, located at Town Hall. Topics included team goals, supervisor's goals, budget as well as a presentation from MODL, HR.

Motorola representatives presented on Body Worn Cameras on January 23rd at BPS Community room. It was well attended by members of BPS as well as PC Board.

DRE, Derek Childs had a busy January; spoke at Annual DRE Education sessions in Halifax and Cape Breton and instructed a one week DRE course in Fredericton, the end of January.

Csts Adam Kosiba and Derek Childs successfully completed the Intox training at the Atlantic Police Academy.

Cst Chris Basdeo and p/t Comm Tech Rebecca Messom attended the mandatory, PROS training at HQ in Dartmouth.



Monthly Report – January 2025

FINANCIAL - December ending:

	December 2024	YTD	2024/25 Budget
Parking Fines	\$ 540.00	\$10,635.00	\$ 7,000.00
Parking Meter Revenue	\$.00	\$19,998.77	\$ 22,500.00
Provincial Act Fines	\$ 2,528.16	\$31,213.03	\$125,000.00

Senior Safety Coordinator

Attached, please find the monthly report for December, submitted by Ms. Lisa Bennett.

SSRO

Attached, please find the January monthly report for SSRO, submitted by Cst Will Creamer.

CID

Attached, please find the January monthly report for the CID, submitted by Det/Cst Jodi Arns.

K-9

Attached, please find the January monthly report for K-9 Unit, submitted by Cst Morgan Gibson.

Respectfully submitted,

Chief Scott Feener



K-9 Month End - January 2025

- Assisted general patrol with calls for service
- Ongoing regular training. Due to weather, focused on article searching and control work.
- Conducted a building search for possible person inside a locked facility. Successfully cleared the building, without causing damage a door, ensuring property was secure.

Submitted by Cst Morgan Gibson



CID January 2025 Month End

- Fraud File – Plenty of Fish Romance Fraud - \$70,000
- Crypto Fraud for \$12,000 assigned from Cst. Sparrow
- Continued work on fraud / child porn investigations.
- Assisted OPP with DNA Order

Submitted by D/Cst J. Arns #22117



SSRO- January Report

School Matters:

- BJHS – patrol school zone during opening
- PVEC – patrol school zone during opening
- PVEC – 3 presentations to law class
- PVEC – took part in Law class mock trials.
- SSRCE – follow up meeting with R.E.D.
- SSRCE – Follow up meetings with program services on students looking to enter school system and measures that SSRO can offer to help students be successful
- Monthly meeting with extra services regarding what their roles are.
 - o Follow up meeting with PVEC/IWK to identified what services they provide
 - 3 referrals made to Early Psychosis Intervention
- Took part in co-star/O2 end of semester celebration
- Foot patrols at identified locations at PVEC.
- On going concerns of a student leaving early at BJHS.
 - o Follow up needed to confirm who student is leaving with
- BJHS – tile check of washrooms using ladder. Some empty cans of liquor located.
- BJHS – Student suspect of selling drugs identified by staff.
 - o In process of following up foot chase with student took place and located next to the JHS on King Street. Student was escorted back to school and follow up took place with parents and administrators
- PVEC – student services – request to speak with student who is homeless and looking to speak about what options they have going forward.
- PVEC – 3 assaults prevented. Issues happened over the weekend at a party. All individuals involved spoken with separately than spoken to as a group in the conference room. (No further issues from those students this month)
- PVEC – student approached Cst. CREAMER advising of being bullied.
 - o Issue brought to attention of school administration and follow up took place.
 - o Weekly check in with student who reported the matter to confirm they feel safe while getting their education. (no further issues at this time)
- BJHS – Student identified ongoing issues from last year with a former friend. Spoke to them about their rights and what the SSRO can offer to do.
 - o Plan to speak to the other student and weekly check in during recess or lunch handshake.
 - Currently no further issues reported during weekly check in.
- CROSSING GUARD – Crossing guard is formally no longer employed and has stepped down. They were not actively showing up for work for a number of reasons.



- CROSSING GUARD – Second crossing guard accepted job offer than never showed up for work. Has not returned phone calls since initial acceptance offer.

Police Occurrences:

- PVEC – Hold and Secure – Threats made to student/school. Assistance from CID, General Patrol, Street Crime, and RCMP resulted in an arrested of the accused.
- MVA – vehicle stop education and issued 19G
- MVA – Cst. CREAMER noted a vehicle at a high rate of speed in PVEC school zone. Resulting traffic stop resulted in SOTs issued for driving while revoked and no insurance. Vehicle towed and impounded.
- Assist general patrol with possible overdose in church parking lot across from BJHS

Submitted by Cst Will Creamer

Police Services
Schedule of Revenue and Expenditures

	2024-25		2025-26				Budget Variance POS/(NEG)	Budget % Change POS/(NEG)
	Annual Budget	Projected	Adjusted Baseline	Additions	Deletions	Proposed Budget		
REVENUE:								
Police Grants	\$ 465,878	\$ 465,878	\$ 564,160	\$ -	\$ -	\$ 564,160	\$ 98,282	21.1%
Police Fees for Services	600,000	450,000	500,000	-	-	500,000	(100,000)	-16.7%
Own Sources	9,000	9,000	10,000	-	-	10,000	1,000	11.1%
Fines	154,500	132,500	137,000	-	-	137,000	(17,500)	-11.3%
Other Police Revenues	115,000	119,990	135,000	-	-	135,000	20,000	17.4%
	<u>1,344,378</u>	<u>1,177,368</u>	<u>1,346,160</u>	<u>-</u>	<u>-</u>	<u>1,346,160</u>	<u>1,782</u>	<u>17.4%</u>
EXPENDITURES:								
Police Commission	20,000	20,000	18,000	7,000	-	25,000	(5,000)	-25.0%
Administration	583,016	588,086	614,112	35,000	-	649,112	(66,096)	-11.3%
Crime Investigation	3,980,206	4,015,506	4,242,613	-	12,000	4,230,613	(250,407)	-6.3%
Training	36,700	37,700	31,700	-	-	31,700	5,000	13.6%
Building Maintenance	361,259	358,223	366,518	-	-	366,518	(5,259)	-1.5%
Police Automotive Services	158,215	153,710	155,700	12,500	14,000	154,200	4,015	2.5%
Detention & Custody	30,000	30,000	25,000	-	-	25,000	5,000	16.7%
Other								
Private Duty	6,000	6,000	6,000	-	-	6,000	-	0.0%
Clothing & Kit	30,000	30,000	30,000	-	-	30,000	-	0.0%
Senior Safety Contribution	8,372	8,372	8,372	-	-	8,372	-	0.0%
Telephone Services	12,000	12,000	12,000	-	-	12,000	-	0.0%
Cellular Telephone Services	9,000	9,000	9,000	-	-	9,000	-	0.0%
Internet/Network Access	8,000	8,000	8,000	-	-	8,000	-	0.0%
Computer Hardware/IT Peripherals	29,000	29,000	29,000	6,000	-	35,000	(6,000)	-20.7%
Small Equipment	20,000	20,000	20,000	15,000	-	35,000	(15,000)	-75.0%
Operating Reserves	200,000	200,000	200,000	-	-	200,000	-	0.0%
Crossing Guards	7,411	7,411	7,596	-	-	7,596	(185)	-2.5%
Law Enforcement	173,939	169,439	177,540	-	-	177,540	(3,601)	-2.1%
	<u>5,673,118</u>	<u>5,702,447</u>	<u>5,961,151</u>	<u>75,500</u>	<u>26,000</u>	<u>6,010,651</u>	<u>(337,533)</u>	<u>-5.9%</u>
EXCESS OF EXPENDITURES OVER REVENUE	<u>\$ 4,328,740</u>	<u>\$ 4,525,079</u>	<u>\$ 4,614,991</u>	<u>\$ 75,500</u>	<u>\$ 26,000</u>	<u>\$ 4,664,491</u>	<u>\$ (335,751)</u>	<u>-7.8%</u>