Minutes OF THE PUBLIC MEETING
OF THE WINDSOR POLICE SERVICES BOARD
FRIDAY, MARCH 31ST, 2017 AT 10:00 A.M.
WINDSOR POLICE HEADQUARTERS, BOARDROOM, FOURTH FLOOR

PRESENT: Mayor Drew Dilkens, Chair
Councillor Jo-Anne Gignac, Vice Chair
Mr. Michael Ray, Member
Dr. Gaston Franklyn, Member
Ms. Sophia Chisholm, Member
Chief Albert Frederick
Deputy Chief Rick Derus
Deputy Chief Vince Power
Cst. Lindsay Flemming
Ms. Jennifer Wells, Families First
Ms. Courtney Wilkinson-Lightfoot, Families First
Dr. Maher El-Masri, Windsor Islamic Council
Mr. Abdul Cisman, Windsor Islamic Council
Ms. Kim Fralick, Brain Injury Assoc.

REGRETS: None.

RECORDER: Ms. Sue Bacarro, Administrative Assistant

SECTION 1

1. CALL TO ORDER

The Chair called the meeting to order at 10:11 A.M.

2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

None.

3. APPROVAL OF AGENDA

Moved by Councillor Gignac, seconded by Ms. Chisholm to APPROVE the agenda with the deferral of Section 3A and the addition of the Section 3E. CARRIED.

4. APPROVAL OF MINUTES

Moved by Mr. Ray, seconded by Ms. Chisholm to APPROVE the Minutes of the Regular Public Meeting held on February 23, 2017. CARRIED.

5. BUSINESS ARISING FROM MINUTES

APPROVED
MAY 31 2017
WINDSOR
POLICE SERVICES BOARD

6. DELEGATIONS

Donations to Camp Brombal:

A. Cheque Presentation: Families First Funeral Home
- Ms. Courtney Wilkinson-Lightfoot, Graphics Designer – Team Leader
- Ms. Jennifer Wells, Vice President of Family Services

A donation of 170 tickets for VIP students to attend a game. Valued at $2720.00.

B. Cheque Presentation: Windsor Islamic Council
- Dr. Maher El-Masri, Chairperson
- Mr. Abdul Cisman

Donation of $2000.00, doubled from 2016.

C. Cheque Presentation: Liuna 625
- Mr. Mike Vieau, President

Mr. Vieau did not attend the meeting. He will be rescheduled at a later date.

D. Donation of 40 Helmets: Brain Injury Association
- Kim Fralick, Executive Director

Helmet donations equal a value of $1,800.00. The Brain Injury Association has donated to Camp Brombal for 5 years with contributions totaling $9,000.00

SECTION 2
NEW BUSINESS

SECTION 3
REPORTS

A. Presentation: Sexual Violence and Harassment Report, Supt. Pam Mizuno

Moved by Councillor Gignac, seconded by Mr. Ray to DEFER the Sexual Violence and Harassment Report to April. CARRIED.

B. Crime Stoppers: February 2017

Moved by Councillor Gignac, seconded by Mr. Ray to RECEIVE the February 2017 Crime Stoppers Report as presented. CARRIED.

C. Crime Statistics: February 2017

Moved by Councillor Gignac, seconded by Mr. Ray to RECEIVE the February 2017 Crime Statistics Report as presented. CARRIED.

D. Professional Standards Branch: February 2017

Moved by Councillor Gignac, seconded by Mr. Ray to RECEIVE the February 2017 Professional Standards Branch Report as presented. CARRIED.

E. Chief's Report: Drug Vault

Chief Frederick left the Boardroom at 10:19 A.M. to retrieve report. Chief Frederick returned to the Boardroom at 10:22 A.M.

Chief Frederick read his report concerning the Drug Vault matter and the lost substance valued at $25,000 which was in response to Justice Pamela Hebner's and the Court's concerns indicated in the Windsor Star. He discussed the Windsor Police Services further review of the following: the lost evidence, policies and procedures, historical record keeping, evidence retention and the results of that review. This review resulted in 100% compliance. Chief Frederick listed the timeline of events surrounding the issue, described the vault and the numbers of motion-activated cameras, and informed there are only 2 Officers (Drug Vault Controllers) responsible for the movement of drugs in and out of the vault. There have been 4500 cases over 10 years and the Windsor Police Service never had missing exhibits or drugs. The drugs in question were inadvertently purged in a regularly scheduled purge and immediately reported by the Drug Control Officer to his supervisor in 2013.

The Board discussed the need to review policies/procedures, supervisory sign-offs before the destruction of evidence, and lessening the chance of human error.

Moved by Mr. Ray, seconded by Ms. Chisholm to RECEIVE the Chief's Report: Drug Vault as presented. CARRIED.

ACTION ITEMS: Chair Dilkens requests that Chief Frederick take the Board Members on a tour of the Drug Vault. Councillor Gignac requested that Chief Frederick tighten the communication with the Board.

SECTION 4

POLICY

SECTION 5

SERVICE BUDGET/FINANCIAL MATTERS/BOARD ACCOUNTS

A. Accounts Payable (under $1,000)

Tim Horton's (Cheque Reissued for Sept 19, 2016 Mtg)	21.30
Tim Horton's (Feb 9 Mtg)	21.30
Chatham Street Deli (Feb 9 Mtg)	100.50
Tim Horton's (Feb 23 Mtg)	21.30
Koolini's (Feb 23 Mtg)	93.10
Canterbury ElderCollege	350.00

(approved by WPSB January 26, 2017)

B. Accounts Payable (over $1,000)

Giovanni Caboto Club (Aux. Bqt)	4868.72

(approved by WPSB at Oct. 28, 2016 Mtg)

C. Accounts Receivable

None.

Moved by Mr. Ray, seconded by Dr. Franklyn to RECEIVE Section 5A-C as presented. CARRIED.

D. Request for Financial Support: WECMHA Go Green Golf Tournament

Moved by Councilor Gignac, seconded by Mr. Ray to RECEIVE the Request for Financial Support from WECMHA Go Green Golf Tournament as presented. CARRIED.

E. Confirmation of Email Poll, RFP Amherstburg Dispatch

Moved by Councillor Gignac, seconded by Mr. Ray to ENDORSE the Email Poll for the RFP Amherstburg Dispatch as presented. CARRIED.

F. 2016 Donations Report to Windsor Police Service

Moved by Councillor Gignac, seconded by Ms. Chisholm to RECEIVED the 2016 Donations Report as presented. CARRIED.

G. Computer Aided Dispatch (CAD) and Records Management System Support Agreement

Moved by Mr. Ray, seconded by Ms. Chisholm as follows:

RESOLVED THAT	**the Windsor Police Services Board APPROVES the renewal of the Computer Aided Dispatch Annual Support Agreement in the pre-tax amount of $173,826.00 for 2017 in accordance with City of Windsor purchasing guidelines which has funds allocated in account 2980 of the Windsor Police Budget.**
FURTHER THAT	**the Computer Aided Dispatch Support Annual support be permitted for a term of five years before requiring further approval from the Board. This includes a provision of a possible annual increase of approximately 4% as has been instituted by the vendor in the past;**
AND FURTHER THAT	**the Windsor Police Services Board APPROVES, on a going forward basis, the annual renewal fo the Records Management System $142,171.00 which has the potential to exceed the delegation of authority of $150,000.00 limit with the current 4% annual increases being applied by Versaterm. This approval authorizes the Annual Software Renewal for a term of five years ensuring that continuity of support is maintained before requiring further Police Board approval. The funds are currently available in the operating budget account 2980.**

CARRIED.

SECTION 6

PERSONNEL MATTERS/MULTICULTURAL RECRUITMENT/LABOUR RELATIONS

A. Windsor Police Service Retirement

- Betty Louis, 32 years and 5 months of service (February 28, 2017)
- Gerianne Smith, 6 years and 5 months of service (February 28, 2017)

Moved by Councillor Gignac, seconded by Mr. Ray to RECEIVE the Windsor Police Service Retirements as presented. CARRIED.

B. Amendment: Strength Replenishment, Civilian Personnel

Moved by Councillor Gignac, seconded by Ms. Chisholm as follows:

RESOLVED THAT	**the Windsor Police Services Board APPROVES that Sarah Fabiano (stepdaughter to Sgt. Doug Cowper) be appointed as a temporary employee of the clerical pool, effective March 6, 2017.**

CARRIED.

C. Strength Replenishment, Civilian Personnel

Moved by Mr. Ray, seconded by Dr. Franklyn to ENDORSE the Strength Replenishment, Civilian Personnel as presented. CARRIED.

SECTION 7

PLANT/EQUIPMENT/PHYSICAL RESOURCES

SECTION 8

READING/INFORMATION/ MINISTRY OF COMMUNITY SAFETY & CORRECTIONAL SERVICES & GOVERNMENT MATTERS

A. All Chiefs Memos:

- Updates to the Driver's Licence Card Features
- Changes to Sex Designation on Driver's Licence
- Revised Constable Selection System Pre-Background Questionnaire
- Basic Constable Training Program
- Annual Reporting Requirements, ViCLAS and major Case Management
- Drug Recognition Experts Questionnaire
- Sexual Violence and Harassment
- Job Posting: Deputy Chief Niagara Regional Police Service
- Workshop and Webinars: 2017-2018 PEM Grant

B. Thank You Letter from Mr. Kevin Smith, CEO of Goodwill Industries

C. Thank You Letter from Canterbury ElderCollege

Moved by Councillor Gignac, seconded by Ms. Chisholm to RECEIVE Section 8A – C as presented. CARRIED.

SECTION 9

O.A.P.S.B. COMMUNICATIONS/BOARD MATTERS

A. Ontario Police Arbitration Commission: Website

Moved by Councillor Gignac, seconded by Mr. Ray to RECEIVE the Ontario Police Arbitration Commission: Website information as presented. CARRIED.

B. OAPSB Spring Conference

Moved by Councillor Gignac, seconded by Mr. Ray to RECEIVE the OAPSB Spring Conference information as presented. CARRIED.

C. WPS Board Logo Revision

Moved by Councillor Gignac, seconded by Ms. Chisholm as follows:

RESOLVED THAT	**the Windsor Police Services Board AUTHORIZES the Administrative Assistant to research costs associated with revising the Board's logo and print material, and to return to the Board with estimates.**

CARRIED.

SECTION 10

UPCOMING EVENTS/MEETINGS/CONFERENCES/WORKSHOPS

A. Next Regular Public Meeting: Tuesday, April 18th, 2017 at 1:00 P.M.
B. OAPSB Spring Conference, June 21 – 24th, 2017, Blue Mountain Resort

ADJOURNMENT

There being no further business, it was moved by Councillor Gignac, seconded by Mr. Ray to ADJOURN the meeting at 10:49 A.M. CARRIED.

MS. SUE BACARRO
ADMINISTRATIVE ASSISTANT

APPROVED THIS 31st DAY OF MAY, 2017.

MAYOR DREW DILKENS, CHAIR
WINDSOR POLICE SERVICES BOARD