

**SAINT JOHN BOARD OF POLICE COMMISSIONERS
OPEN SESSION – MINUTES
JUNE 8, 2021 – 5:00 P.M.
MEETING CONDUCTED BY ELECTRONIC PARTICIPATION**

PRESENT

Commissioners

Edward Keyes, Chair
Douglas Jones, Vice Chair
Michael Costello, Secretary
Gary Sullivan
Greg Norton
Maiké White
Katelin Dean
Tamara Kelly

Staff

Acting Chief Tony Hayes
Craig Lavigne, Asst. Comptroller Finance, CSJ
Doug Evans, Legal Counsel
Daphne Waye, Recording Secretary

Media

Michael Landry, Brunswick News
Brad Perry, CHSJ / Wave News

1. Call to Order

The Chair mentioned that the June 8, 2021, Open Session meeting was being recorded and called the MS Teams meeting to order.

Chair Keyes thanked Deputy Chief Tony Hayes for filling in as the Acting Chief of Police until Chief Bruce commences his duties, and he also thanked Councillor Greg Norton for serving on the board. He thanked them both for their dedication and commitment to the community. Chair Keyes also mentioned the Memorial Plaque Unveiling Ceremony which is taking place on June 21, 2021.

2. Approval of Minutes

2.01 Minutes of May 11, 2021

On motion of Commissioner Kelly
Seconded by Secretary Costello

RESOLVED, that the minutes of the May 11, 2021, Open Session meeting of the Saint John Board of Police Commissioners, be approved. (O2106-01)

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Question being taken, the motion was carried.

3. Adoption of Agenda – June 8, 2021

On motion of Vice Chair Jones
Seconded by Commissioner Dean

RESOLVED, that the Agenda for the June 8, 2021, meeting of the Saint John Board of Police Commissioners be adopted. (O2106-02)

Question being taken, the motion was carried.

4. Disclosure of Conflict of Interest

4.01 There were no members in a conflict of interest with any item on the agenda.

5. Consent Agenda

5.01 There were no items on the June 8, 2021, Consent Agenda.

6. Delegations and Presentations

6.01 There were no Delegations and Presentation for the June 8, 2021, meeting.

7. Consideration of issues Separated from Consent Agenda

7.01 There were no issues separated from the Consent Agenda.

8. General Correspondence

8.01 Internal Monthly Report / May 2021

Chief Hayes reported that during the month of May there were two (2) complaints, two (2) complimentary correspondences and zero (0) grievances.

On motion of Vice Chair Jones
Seconded by Secretary Costello

RESOLVED, that the Internal Monthly Report / May 2021 be adopted. (O2106-03)

Question being taken, the motion was carried.

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8.02 SJBPC Unaudited Financial Results as of April 30, 2021

The Commission's preliminary April 30, 2021, financial results are anticipated to be \$7,115, a 20.67% positive variance. Expenditures are underbudget by \$3,658 and wages and benefits are under budget by \$3,457.

On motion of Commissioner Norton
Seconded by Secretary Costello

RESOLVED, that the Saint John Board of Police Commissioners Unaudited Financial Results as of April 30, 2021, be received and filed. (O2106-04)

Question being taken, the motion was carried.

8.03 SJPF Unaudited Financial Results as of April 30, 2021

The Force's preliminary April 30, 2021, financial results show a net operating surplus of \$239,891 or 3.10%. Salaries and Wages are underbudget by \$433,713 and expenditures are overbudget by **(\$158,187)**. Wages and benefits are underbudget and can be attributed to personnel changes. Expenses have been impacted by the timing of the vehicle purchase of \$130,000 and should not be a factor by the end of the year.

Year-end projections are estimated to show the Force coming in underbudget by \$386,389 or 1.59%. The main driver of this estimated projection is due to salaries and benefits. Some budgeted positions have been delayed in being filled, as well as the impact of the Chief of Police position being vacant for a portion of the year.

On motion of Commissioner Sullivan
Seconded by Commissioner Kelly

RESOLVED, that the Saint John Police Force Unaudited Financial Results as of April 30, 2021, be received and filed. (O2106-05)

Question being taken, the motion was carried.

8.04 PSCC Unaudited Financial Results as of April 30, 2021

The PSCC's preliminary April 30, 2021, financial results are anticipated to be **(\$87,373) (38.41%)** negative variance. Expenditures as of April 30, 2021, are overbudget by

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(\$2,380) and wages and benefits are over budget by (\$19,903). Revenue is underbudget by (\$65,090) and due to some timing issues.

Overall year end projections show that the PSCC will be over budget (\$151,092), with approximately (\$40,389) of the shortfall relating to revenue estimates. The budget was based on providing service to additional areas; however, the onboarding of these areas will likely not occur in 2021.

Year-end estimates for expenditures show a deficit of (\$110,703). The main drivers are the additional overtime due to continued staff shortages. Internal charges will be over budget due to ongoing cost of restoring the IT systems because of the cyber-attack.

Vice Chair Jones acknowledged that it has been difficult staffing the center but asked if there was something that they could do to change that. Mr. Lavigne responded that he spoke with the manager of the center who stated that they try to operate with five (5) people per shift. There is a rate of turnover, so when they go down to four (4), they begin accruing overtime. Overtime also begins to build up when operators are taken off shift to help train new employees. Vice Chair Jones questioned why the center would not hire more staff to deal with training and turnover rather than paying out overtime, as it would be less expensive in the long run, to add two or three extra people. Mr. Lavigne responded that they have been trying to do that over the past few years but without success, as it is a tough job. In some instances, not everyone makes it through the extensive training involved and others realize after being hired that the job is not for them. Mr. Lavigne was asked to provide an update around this matter at the July 20 board meeting.

On motion of Commissioner Norton

Seconded by Secretary Costello

RESOLVED, that the Public Safety Communications Centre (PSCC) Unaudited Financial Results as of April 30, 2021, be received and filed. (O2106-06)

Question being taken, the motion was carried.

8.05 2021 Vehicle Replacement – One (1) Cargo Van

The City of Saint John issued an RFP for the replacement of a Cargo Van – Full Size All Wheel Drive (AWD) and Downey Ford Sales Ltd. was the successful vendor that met the requirements. The expected delivery time for the cargo van is to be approximately 52 weeks from date of the purchase order issue.

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The 2021 Saint John Police Force's vehicle reserves have the funding available to purchase this vehicle as scheduled.

On motion of Vice Chair Jones
Seconded by Secretary Costello

RESOLVED, that the Saint John Board of Police Commissioners approve the purchase of one (1) 2021 Cargo Van – Full Sized All Wheel Drive (AWD) at a tender price of \$88,568.00 (plus applicable HST), and authorize the City of Saint John to issue a purchase order to Downey Ford Sales Ltd. (O2106-07)

Question being taken, the motion was carried.

9. Adjournment

The Saint John Board of Police Commissioners June 8, 2021, Open Session meeting was adjourned at 5:22 p.m.

Chair Edward W. Keyes, Q.C.

Vice Chair Douglas Jones