



## **Southern Police Commission Monthly Meeting February 4, 2015**

A public meeting of the Southern Police Commission was held on Wednesday, February 4, 2015 at 7:00 p.m. at the New Freedom Borough Council Chambers, 49 East High Street, New Freedom PA 17349.

Members present: Commissioner Bonner Smith, Commissioner Richard Buchanan, Commissioner Jeff Halapin, Commissioner Pete Schnabel, Commissioner Brady Terrell, Commissioner Ann Merrick, Chief James Boddington, Alternate Nate Kirschman and Solicitor Peter Ruth.

### **Pledge of Allegiance**

The meeting was called to order at 7:03 p.m. with the pledge of allegiance to the flag and a moment of silence for all police officers, firefighters and EMT's who were killed in the line of duty.

### **SRPD Promotion**

Chief J. Boddington announced that Officer Cory Blais was one of the two officers who qualified for the Sergeant vacancy and expressed interest in the assignment of Detective. Chief J. Boddington recommended promoting Officer C. Blais to Detective. Commissioner P. Schnabel moved to promote Officer C. Blais to Detective, seconded by Commissioner R. Buchanan. Motion carried.

### **No Public Comments**

### **Chairman's Announcements**

Vice – chairman, Commissioner J. Halapin presented Chairman J. Trout's recommendations for SRPC Committees:

**Personnel:** P. Schnabel, J. Halapin, W. Gemmill and J. Trout

**Insurance/Pension:** R. Buchanan and B. Terrell

**Negotiations:** J. Halapin, P. Schnabel, W. Gemmill and J. Trout

**Finance/Budget:** R. Buchanan, B. Terrell, B. Smith, and A. Merrick

**Facility/Maintenance:** N. Kirschman and R. Burkins

Commissioner B. Terrell moved to approve the committees as presented, seconded by Commissioner B. Smith. Motion carried.

The cleaning company, Get Crystal Clean, finally passed their background checks and will begin cleaning the Police Department.

### **Approval of the January 7, 2015 Minutes**

Commissioner B. Terrell moved to approve the minutes as written, seconded by Commissioner P. Schnabel. Motion carried.

## **Review of Expenditures for January, 2015**

The Police Commission will begin using the accrual basis of accounting rather than the cash basis. When using accrual accounting, revenue is reported on the income statement when it is earned rather than reporting revenue when the cash is received, for cash basis accounting.

Commissioner R. Buchanan made a motion to approve checks 9461 through 9515, with monthly expenditures totaling \$234,960.61, seconded by Commissioner B. Terrell. Motion carried.

### **Police Chief's Report**

Chief J. Boddington reported on the following matters:

- Provided copies of the new monthly report format which includes information from Sept – Dec, 2014. No additional work time was needed to input the information into this format.
- Informed the Commission that Officer Farnsler is working well with other police officers.
- Stated that an air quality test has been completed and passed and the SRPD will now be able to work in the basement of the Stewartstown Office.
- Discussed current problems with purchasing gas from New Freedom Borough; Chief Boddington provided information for a fleet card system for Rutters to Commissioner R. Buchanan for the Finance Committee to review.
- Informed the Commission that the new website is finished and is already an improvement over the previous website.
- Forwarded forms regarding the use of Narcan to solicitor P. Ruth.
- Provided a list of 2014 carry over hours for each officer to the Commission.
- Provided current taser pricing to Commissioner R. Buchanan, \$1213.00 plus shipping and handling per set. Commissioner R. Buchanan moved to purchase four tasers using Federal Funds, for a cost of \$1213.00 plus shipping and handling, seconded by Commissioner P. Schnabel. Motion carried.

## **COMMITTEE REPORTS**

### **Insurance/Pension**

Commissioner R. Buchanan reported that he received the quarterly PMRS report tonight; all insurance forms will be updated.

### **No Personnel Report**

### **Civil Service**

Alternate N. Kirschman will remind the Civil Service Commission of their upcoming deadline.

### **Facilities and Equipment**

Alternate N. Kirschman reported the following:

- Provided a brief update on the Stewartstown Office.
- Radio testing is complete, but now the Kennard-Dale HS will have to move the SRPD officer to a room where radio communication works.
- Purchased a laser HP printer, \$250.00, for the administrative office; received prior approval from Commissioner R. Buchanan.
- The floors have been re-finished in the Police Department.
- Informed the Commission that of his mileage to and from Stewartstown for various Police Commission projects and requested reimbursement. The Commission told Alternate N. Kirschman to submit his mileage.

- Tried to establish a Home Depot account; Chief J. Boddington said he will investigate requirements.

### **Finance and Budget**

Commissioner R. Buchanan reported as follows:

- Gathered final figures for last paycheck to P. Miller.
- Updated the Commission with plan to make up Loganville Borough's cost of \$18949 in 2015 budget with left-over funds from 2014.
- Reviewed in detail, the income and expenses for January, 2015.

### **Solicitor's Report**

Solicitor Peter Ruth discussed the implementation of a Naloxone Policy, regulations of Act 139 of 2014, requirements of each officer within a police department, and departmental protocols. Attorney P. Ruth highlighted that all police officers must complete annual certification training and provide a copy of their certificate to the Departmental Naloxone Manager. Each police department must designate a departmental Naloxone manager. The police department must adopt a Memorandum of Understanding between the police department and York County through the District Attorney's Office. This MOU agreement then sets forth terms of which the YC District Attorney's Office will distribute a supply of Naloxone to the police department. If approved, the Commission will authorize the Chief to sign the MOU and adopt a Naloxone Policy for Southern Regional Police Department. The adoption of Act 139 of 2014 is a discretionary act and is not mandated by the state. Attorney P. Ruth recommends SRPD enter into the MOU agreement. A decision was not made at this time.

### **No Old Business**

#### **New Business**

Alternate N. Kirschman stated that the original carpet in the training room is old and may need replaced. He will investigate further.

Approximately twelve candidates have been interviewed for the new police officer position. Although the Commission discussed conditionally hiring a candidate, there was no motion.

The Commission discussed hiring an administrative clerk; the position was never advertised.

### **Executive Session**

The Commission recessed to Executive Session at 8:32 PM to discuss personnel matters and negotiations. The Commission meeting resumed at 9:50 PM.

### **Adjournment**

Commissioner B. Smith moved to adjourn the meeting at 9:51 PM seconded by Commissioner B. Terrell. Motion carried.

Respectfully submitted and recorded by,

Commissioner Ann Merrick