

CENTRAL BUCKS REGIONAL POLICE COMMISSION

Minutes

March 28, 2016

The monthly meeting of the Central Bucks Regional Police Commission was called to order by Chairman David Holewinski at 7:34 PM. All Commission members were present. Also present were Chief James Donnelly, Captain Karl Knott, Captain Pat Penecale, Mr. David Sander, Mr. John Davis, and Ms. Sandra Zadell. Mr. Holewinski led the Pledge of Allegiance.

INTRODUCTION OF CHALFONT COMMISSION MEMBERS: Mr. Holewinski welcomed Chalfont Borough Police Department to the Central Bucks Regional Police Department. New Police Commission members were introduced: Ms. Marilyn Becker, Mr. John Abbott, and Alternate member, Mr. John Engel.

SWEARING IN: Mr. Holewinski conducted the Swearing-In Ceremony for sworn police officers Karl Knott, Rob Milligan, Darien Derstine, Cliff Horn, Josh Albillar, Jonathan Hannahoe, and Michael McAllister.

PROMOTIONS: Mr. Holewinski conducted the Promotion Ceremony for Captain of Patrol, Karl Knott; Captain of Professional Standards, Pat Penecale; and, Corporal Darien Derstine.

Mr. Holewinski called for a five minute break at 7:42 PM; the Commission reconvened at 7:47 PM.

APPROVAL OF MINUTES: A motion was made by Mr. Det Ansinn to approve the meeting minutes of February 16, 2016; seconded by Mr. Ron Strouse. Motion approved.

FINANCE: Chief James Donnelly reported expenses for February YTD were \$634,365.26 which represents 15.58% of the annual budget.

Resolution 2016-01 Adopting a Revised Police Pension Plan Regarding DROP – Chief Donnelly explained the new maximum DROP enrollment period has been increased from 48 months to 60 months as it reflects the new negotiated contract. Mr. Strouse explained the Finance Committee had met on March 17, 2016 to review Resolution 2016-01 and 2016-02 however the Committee lacked a quorum, therefore no recommendation was made. A motion was made by Mr. Strouse to adopt Resolution 2016-01 Adopting a Revised Police Pension Plan Regarding DROP; seconded by Mr. Ansinn. Motion approved.

Resolution 2016-02 Written Procedures for Act 44 Compliance – This resolution adopts written procedures detailing how Professional Services are chosen for its Pension Plans in order to comply with Act 44 and the Auditor General's recommendation. Mr. Strouse made a motion to adopt Resolution 2016-02 Written Procedures for Act 44 Compliance with the correction of paragraph 1 to read "applicant's" qualifications vs. "person's" qualifications; seconded by Mr. Ansinn. Motion approved.

Resolution 2016-03 Establish Fee Schedule for Purchase of Police Services – The current rates for police services (i.e. for events) require an update to reflect the change in salaries in the new police contract through the year 2020. Mr. Strouse made a motion to adopt Resolution 2016-03 Establish Fee Schedule for Purchase of Police Services; seconded by Mr. Ansinn. Motion approved. Mr. John Abbott inquired about Fire Police fee for parades; Chief Donnelly explained Fire Police Services are voluntary for

the Memorial Day Parade and the July 4th Parade, however, all other engagements with Fire Police require a police service fee. There was brief discussion regarding the Administrative Fee being too low; Commission members agreed to keep the Administrative Fee as is.

POLICE ACTIVITY: Chief Donnelly reported 1,250 incidents for February (850 DB, 400 NBB); felonies and misdemeanors totaled 10 (10 DB, 0 NBB); reportable accidents totaled 8 (6 DB, 2 NBB).

NEW BUSINESS:

Police Foundation – Chief Donnelly introduced the idea of forming a police foundation (501(c)3 organization) for purposes of fundraising and pursuing grants from major corporations and other foundations. He cited other departments, such as City departments, use a foundation to help defray costs of new buildings, technology, equipment and training. Mr. Strouse recommended forming an exploratory committee to review how a foundation would work and submit a proposal to the Commission in one month. It was agreed the committee will consist of one member from each municipality as follows: Ron Strouse (DB), David Holewinski (NBB), and John Abbott (CB).

SMART Policing Grant – Chief Donnelly requested the Commission approve CBRPD pursuing a 3-year Federal Smart Policing grant in the amount of \$700,000, no match. A coalition is currently being formed among 17 Bucks County police departments to participate in the data-driven effort, along with Delaware Valley University as a research partner. Data driven policing, through crime mapping, addresses the correlation between traffic violations/accidents and crime. The departments involved border the major thoroughfares including Route 202, 611, Street Road, etc. Chief Donnelly is meeting with Delaware Valley University on Friday to discuss the proposed research. A motion was made by Mr. Ansinn to authorize CBRPD to pursue the Federal Smart Policing Grant; seconded by Mr. Strouse. Motion approved.

Position Descriptions – Mr. Holewinski explained that due to the expansion of the police department, the position descriptions and activities have been formalized and refined into position descriptions as submitted to the Commission. The positions include Chief of Police, Captain of Patrol, Captain of Professional Standards, Sergeant, Corporal, Detective, Police Officer and Part-Time Police Officer. Chief Donnelly pointed out the essential function of all positions is to uphold and support the Mission, Values, and Vision Statement of the Central Bucks Regional Police Department. A motion was made by Mr. Strouse to approve the positions descriptions as submitted; seconded by Ms. Marilyn Becker. Motion approved.

Directive 5.6.1 – Nasal Naloxone Deployment – The purpose of this policy is to establish guidelines and regulations governing the utilization of nasal naloxone (Narcan) by the Central Bucks Regional Police Department. The objective is to intervene in opioid overdoses and reduce fatalities in such cases. Chief Donnelly stated the Narcan has been used by CBRPD since November, however, approval of the policy is a housekeeping measure at this point in time and outlines State reporting guidelines. He further stated

in the last month, CBRPD officers saved two lives through the use of Narcan. The Narcan coordinator is Sgt. Paul Kreuter. A motion was made by Mr. Strouse to adopt Directive 5.6.1 Nasal Naloxone Deployment; seconded by Ms. Becker. Motion approved.

Directive 6.2.1 – Policy and Procedures for Dissemination of Protected Information Required by 18P.A. C.S.A. 9106(c)(5) or (6) – The purpose of this policy is to establish guidelines which will enable CBRPD to gather, disseminate, and receive intelligence, investigative and treatment data from other conforming criminal justice agencies. The data is classified as “protected information.” A motion was made by Mr. Ansinn to adopt Directive 6.2.1 Policy and Procedures for Dissemination of Protected Information Required by 18P.A. C.S.A. 9106(c)(5) or (6); seconded by Mr. John Abbott. Motion approved.

Directive 5.7.1 – Bicycle Patrol – This policy outlines the guidelines for bicycle patrols to be instituted into the daily activities of CBRPD when four or more officers are available. Patrols will take place throughout the Boroughs parks systems and alleyways, etc. Mr. Strouse requested an amendment on page 1, III Procedures, paragraph A to read “may assign a trained Officer” vs. “will assign a trained Officer.” A motion was made by Mr. Strouse to adopt Directive 5.7.1 Bicycle Patrol including the above amendment; seconded by Ms. Becker. Motion approved.

Other Business – Commission Meeting Schedule - Chalfont Borough has a conflict with the Police Commission meeting date of the fourth Monday of each month as it coincides with another Borough meeting. Mr. Ansinn suggested the three Borough managers meet to discuss an alternate schedule that works for each Borough.

Other Business – Declaring an Emergency – There was discussion regarding declaring an emergency in the individual Boroughs. Chief Donnelly stated the CBRPD follows each Borough code; therefore, each Mayor can declare an emergency in their respective Boroughs and the police department will supply the officers to follow through on the declaration.

OLD BUSINESS: None.

PUBLIC COMMENT: Mr. Karl Dieterichs, resident and business owner from New Britain Borough addressed the Commission regarding police notice to property owners should a death take place on their property. Mr. Dieterichs referred to an incident that took place on his business property on March 1, 2016 where an employee was found deceased and Mr. Dieterichs was not notified by police. Mr. Dieterichs suggested the Commission look at creating a policy with specific guidelines to address this issue. Mr. Ansinn stated the challenge is disclosing personal health information and police may be violating HIPA laws by creating a policy to advise home or business owners of such notification. Mr. Ansinn recognized Mr. Dieterichs desire to be advised, however, the immediate family is appropriately

notified. Mr. Sanders tentatively agreed but will review the issue from a legal standpoint and will report to the Commission his findings.

EXECUTIVE SESSION: At 8:33 PM, the Commission adjourned to Executive Session and returned to Public Session at 8:57 PM.

A motion was made by Mr. Strouse to accept the law firm of Rudolph Clarke, LLC to represent the Civil Service Commission; seconded by Mr. Abbott. Motion approved.

A motion was made by Mr. Ansinn to accept Eckert Seaman, LLC and Ryan Cassidy as labor counsel to the Central Bucks Regional Police Department; seconded by Ms. Becker. Motion approved.

A motion was made by Mr. Strouse to approve disciplinary action; seconded by Mr. Abbott. Motion approved.

ADJOURNMENT: A motion was made by Mr. Ansinn to adjourn the meeting at 9:05 PM; seconded by Mr. Abbott. Motion approved.

Respectfully submitted,

James Donnelly
Chief of Police