



TOWNSHIP OF MELANCTHON POLICE SERVICES BOARD
WEDNESDAY, MAY 21, 2014 - 4:30 P.M.
TOWNSHIP OF MELANCTHON MUNICIPAL OFFICE - COMMITTEE ROOM

AGENDA

1. Call to order
2. Declaration of Pecuniary Interest or Conflict of Interest
3. Approval of Agenda
4. Approval of Minutes - February 19, 2014
5. Issues Arising from the Minutes
6. Presentations/Delegations
7. Correspondence
 1. Year 2013 Reconciled Contract Policing Costs - Ontario Provincial Police (OPP)
 2. The Township of Melancthon 2013 Year End Report
- On File
 1. Town of Mono Police Services Board Minutes - November 5, 2013
 2. Grand Valley Police Services Board Minutes - January 13, 2014
 3. Draft Minutes of the Joint Meeting of Dufferin County Police Services Board - April 11, 2014
8. Financial
9. Detachment Commander's Report
10. Committee Reports
11. Other Business
 1. OAPSB - Ontario Association of Police Services Boards - Membership
 2. ESO - Community Service Office
12. Public Discussion
13. Date of Next Meeting - Wednesday, September 3, 2014 - 4:30 p.m.
14. Adjournment

RECU/RECEIVED

25-03-2014

Ontario ----- Police -----
Provincial provinciale
Police de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

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File number/Référence:

460-20
1005

March 20, 2014

The Township of Melancthon
157101 Highway 10
R.R. #6
Shelburne, ON ON L0N 1S9

Dear Sir/Madame:

Re: Year 2013 Reconciled Contract Policing Costs – Ontario Provincial Police (OPP)

Please find attached the 2013 *annual financial statements*, reconciling OPP policing costs for your municipality.

Earlier this year we advised the municipality that effective April 1, 2013 municipal contract costs relative to the existing detachment Civilian Data Entry (CDE) operations were eliminated. The 2013 reconciliation accounts for the elimination of the CDE costs and the notes included with the reconciliation will provide details of the adjustment made.

Please note that municipalities will receive an applicable credit for either the *Provincial Services Usage (PSU)*, which compensates municipalities for time officers spend away from the detachment area performing provincial duties, or a reduction of *Hours Below Minimum*, as set out in the contract, whichever is greater.

The difference between the billed amount (net of any semi-annual reconciliation credit issued) and the actual costs will be credited or billed to your municipality directly by the Ontario Shared Services (OSS) in the next few weeks. If you wish to apply a final year end reconciliation credit amount against your current balance (or a future invoice), please clearly indicate this request on your remittance (cheque stub or remittance advice) to OSS to ensure your credit is properly applied on your account.

If you have any questions regarding the attached *annual financial statements*, please contact your local Detachment Commander.

Regards,



R. A. (Rick) Philbin, Superintendent
Commander
Municipal Policing Bureau

/cmc

Attachments

c: : Chair, Police Services Board
Detachment Commander, Dufferin County OPP

ec: Regional Commander, Central Region

O.P.P. COSTING SUMMARY
 Actual Policing Costs for the period
 January 1, 2013 to December 31, 2013
 (See Attached Notes)

TOWNSHIP OF MELANCTHON
 2003 Municipal Cost-Recovery Formula

Salaries and Benefits

Uniform Members	(Note 1)	<u>Positions</u>	<u>\$</u>	
Inspector		-	-	
Staff Sergeant-Detachment Commander		0.09	10,890	
Staff Sergeant		-	-	
Sergeant		0.34	34,175	
Constables		2.06	<u>170,120</u>	
Total Uniform Salaries	(Note 2)			215,185
Overtime (Actual)	(Note 2)			14,866
Contractual Payout (Vacation & Statutory Holidays)	(Note 3)			5,206
Shift Premiums	(Note 4)			574
Benefits (24.90% of Salaries; 2% of Overtime, Part-time 19.6%) ..	(Note 5)			<u>53,878</u>
<i>Total Uniform Salaries & Benefits</i>				289,709
Civilian Members	(Note 1)	<u>Positions</u>	<u>\$</u>	
Court Officer		-	-	
Detachment Administrative Clerk		0.17	9,425	
RMS Data Entry Clerk C0048	Jan-Mar 31	0.03	1,428	
Caretaker		-	-	
Communication Operators	(Note 6)		4,079	
Prisoner Guards / Expenses	(Note 7)		<u>1,743</u>	
Total Civilian Salaries				16,675
Benefits (25.3% of Salaries; 19.7% Part-Time)	(Note 5)			<u>3,698</u>
<i>Total Civilian Salaries & Benefits</i>				20,372
OSS Pay and Benefit Charge	(Note 8)			<u>-</u>
Total Salaries & Benefits				310,081

Other Direct Operating Expenses

	(Note 9)		
Operational Support			1,616
RHQ Municipal Support			3,469
Vehicle Usage			18,326
Telephone			2,483
Office Supplies & Equipment			690
Accommodation			349
Uniform & Equipment			1,833
Cleaning Contract			1,945
Mobile Radio Equipment Repairs & Maintenance			1,422
Office Automation - Uniform			4,743
Office Automation - Civilian			225
Office Automation - Data Entry Clerks	(Note 10 J)		<u>40</u>
<i>Total Other Direct Operating Expenses</i>			37,139
OSS ODOE Fee			<u>-</u>
2013 Total Actual Gross Policing Cost			347,220
Revenues Collected on Behalf of the Municipality	(Note 10)		(2,998)
Provincial Services Usage	(Note 11)		<u>(10,937)</u>

TOTAL ACTUAL ANNUAL OPP POLICING COSTS	\$ 310,081
LESS TOTAL AMOUNT BILLED PER ESTIMATE	\$ 347,220
DIFFERENCE	\$ (37,139)
LESS ANNUAL RECONCILIATION CREDIT (IF APPLICABLE)	\$ -
FINAL YEAR END RECONCILIATION AMOUNT	\$ (37,139)

O.P.P. COSTING SUMMARY
Actual Policing Costs for the period
January 1, 2013 to December 31, 2013

TOWNSHIP OF MELANCTHON

NOTES TO STATEMENT

- 1) Uniform and civilian salaries used for the reconciliation to actual costs are based on the January 1, 2013 salary rates negotiated with the Ontario Provincial Police Association (OPPA). The Civilian Data Entry (CDE) program is currently undergoing restructuring and as a such municipalities are not responsible for the program costs effective April 1, 2013. The cost of the existing contract FTEs performing CDE functions (0.12 RMS Data Entry Clerk FTEs) were removed for the period April 1 to December 31, 2013 (275/365 days), applicable office automation costs have also been adjusted accordingly.
- 2) Salary & overtime reconciliation by rank and classification are detailed on the attached Schedule "A".
- 3) Contractual Payouts are calculated using actual costs.
- 4) Shift Premium is calculated at \$239 per uniform officer (Sergeants and Constables only).
- 5) The benefit rates are 24.9% of salaries for uniformed officers, 25.3% for civilian staff, 19.6% for part-time uniformed staff, 19.7% for part-time civilian staff and 2% for overtime payments.
- 6) Communication Operator costs are calculated at \$1,638 per uniformed member.
- 7) Prisoner Guards / Expenses are calculated at \$700 per uniformed member.
- 8) Ontario Shared Services (OSS) Payroll and Benefit charge eliminated effective January 1, 2012.
- 9) Other items are calculated as follows:
 - a) Operational Support is calculated at \$649 per uniformed member.
 - b) RHQ Municipal Support is calculated at \$1,393 per uniformed member.
 - c) Vehicle Usage is calculated at \$7,360 per uniformed member.
 - d) Telephone cost is calculated at \$997 per uniformed member.
 - e) Office Supplies are calculated at \$277 per uniformed member.
 - f) Accommodation is calculated at \$140 per uniformed member.
 - g) Uniform & Equipment is calculated at \$736 per uniformed member.
 - h) Cleaning Contracts are calculated at \$781 per uniformed member.
 - i) Mobile Radio Equipment Maintenance is calculated at \$571 per uniformed member.
 - j) Office Automation is calculated at \$1,905 per uniformed member and \$1,324 per civilian member. Data Entry Clerks hired in 2011 are on the 2008 Formula therefore Office Automation is calculated at \$1,351 per Data Entry Clerk.
 - k) OSS Financial Services Fee 1.15% of Total Other Direct Operating Expenses eliminated effective January 1, 2012.
- 10) Revenues collected on behalf of the municipality for the period January 01 to December 31, 2013 as provided by detachment.

Total Revenue Reimbursed to Municipality	<u>\$ 2,998</u>
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- 11) A Provincial Services Usage (PSU) reduction of 3.15% of the actual policing cost is given to the municipality. This PSU compensates the municipality for the deployment of officers to other areas in response to investigations or other occurrences deemed to be provincial responsibilities.
- 12) The difference will appear on a separate credit note which will be forwarded to your municipality by Ontario Shared Services Bureau.

O.P.P. COSTING SUMMARY - TOWNSHIP OF MELANCTHON
 Actual Policing Costs for the period
 January 1, 2013 to December 31, 2013

Reconciliation of Salaries

Rank	Contract Positions	2013 Annual Salary	Regular # of Hours Provided (Note 1)	Overtime Hours Provided (Note 2)	FTE Positions by Rank (Note 3)	Actual Salary Dollars (Note 3)	Actual Overtime Dollars (Note 2)
Inspector	-						
Inspector		129,726	-	-	-	-	-
Total - Inspector			-	-	-	-	-
S/Sgt - Det.Com. 01	0.09						
Staff Sergeant 1- 23+		120,998	134	19.25	0.09	10,890	1,116
Staff Sergeant 1- 17-23		118,493	-	-	-	-	-
Staff Sergeant 1- 8-17		115,989	-	-	-	-	-
Staff Sergeant 1- 0-8		113,484	-	-	-	-	-
Staff Sergeant 2- 23+		117,450	-	-	-	-	-
Staff Sergeant 2- 17-23		114,945	-	-	-	-	-
Staff Sergeant 2- 8-17		112,441	-	-	-	-	-
Staff Sergeant 2- 0-8		109,936	-	-	-	-	-
Staff Sergeant 3- 23+		112,135	-	-	-	-	-
Staff Sergeant 3- 17-23		109,630	-	-	-	-	-
Staff Sergeant 3- 8-17		107,126	-	-	-	-	-
Staff Sergeant 3- 0-8		104,621	-	-	-	-	-
Total - S/Sgt - Det.Com. 01			134	19.25	0.09	10,890	1,116
Sergeants	0.34						
Sergeant 1- 23+		101,850	436	1.50	0.26	26,159	73
Sergeant 1- 17-23		99,345	-	-	-	-	-
Sergeant 1- 8-17		96,841	132	12.00	0.08	7,512	557
Sergeant 1- 0-8		94,336	-	-	-	-	-
Sergeant 2- 23+		95,171	-	-	-	-	-
Sergeant 2- 17-23		92,666	-	-	-	-	-
Sergeant 2- 8-17		90,162	10	0.75	0.01	504	32
Sergeant 2- 0-8		87,657	-	-	-	-	-
Total - Sergeants			578	14.25	0.34	34,175	662
Constables:	2.06						
1st Class 1- 23+		90,997	372	28.88	0.20	17,952	1,259
1st Class 1- 17-23		88,492	866	41.25	0.46	40,640	1,749
1st Class 1- 8-17		85,988	679	31.00	0.36	30,974	1,277
1st Class 1- 3-8		83,483	1,432	161.38	0.76	63,376	6,455
2nd Class		74,304	-	-	-	-	-
3rd Class		66,790	130	6.00	0.07	4,605	192
4th Class		58,437	406	77.00	0.22	12,574	2,156
Total - Constables			3,885	345.51	2.06	170,120	13,088
Total - All Ranks			4,596	379.01	2.49	215,185	14,866
Total Hours Worked in Contract			4,596				
Minimum Hours Required in Contract			3,653				
Hours Provided to Municipality Above Required Minimum			943				

Notes:

- 1) The number of hours provided includes regular hours only and does not include overtime hours.
- 2) The overtime hours are accumulated by rank and classification and are charged at the appropriate hourly rate.
- 3) The full time equivalent (FTE) number of officers (Staff Sergeant Detachment Commander, Staff Sergeant, Sergeant and Constable) were obtained by dividing the number of regular officer hours provided in each classification by the total number of regular officer hours. That percentage is multiplied by the number of positions in the contract. Actual salary dollars are then obtained by multiplying the FTE number by the annual salary for each classification. Overtime is the actual overtime for the period.



The Township of Melancthon 2013 Year End Report

Police Estimate

The 2013 police estimate for the Township of Melancthon was \$360,512. This is an increase of \$582 or 0.2% over the 2012 estimate.

The actual cost for policing the municipality for 2013 was \$333,285. This was \$27,231 below the amount billed based on the estimate. A portion of the savings during 2013 was due to the Civilian Data Entry position being removed from the contract from April to December and a decrease in the amount of over time worked by uniform officers which was 26% below the provincial average.

Staffing

The contract with the municipality provides for 2.49 FTE (Full Time Equivalent) uniform positions and 0.29 FTE of a civilian position January to March and 0.17 from April to December as a result of the Civilian Data Entry position being removed from the current contract. Dufferin officers worked 943 hours over the 3,653 hours required by the contract.

Officers regularly assigned to the Township of Melancthon in 2013 were:

Staff Sergeant Steve Sills – Detachment Commander
Sergeant G. Brodhagen (Greg) - Zone Supervisor
Constable M. Iusi (Mario) – Court Case Management
Constable P. Nancekivell (Paul) – Community Services Officer
Detective Constable J. Manser (Jill) – Crime Unit
Detective Constable C. Goreski (Christopher) – Crime Unit
Constable I. Lad (Ishver)
Constable S. Golds (Sherri)
Constable S. Donnelly (Shannon)
Constable S. Oram (Sheldon)
Constable J. Mask (Jason)

Public Complaints

In 2013 there were three public complaints against officers from the Dufferin Detachment that were submitted to the Office of the Independent Police Review Director (OIPRD). The three complaints made four allegations against officers that were all found to be frivolous. There were no outstanding complaint investigations at the end of 2013. This is a decrease from the 10 public complaints investigated in 2012.

2013 Trends

- There were 673 calls for service in 2013 which is 77 calls above the 2008 to 2012 five year average of 750 calls. This is a decrease of 10.6%.

	Melancthon Township				Dufferin OPP Detachment			
	2013	2012	5 year average	2013 vs. 5 Yr. Avg.	2013	2012	Previous 5 year average	2013 vs. 5 Yr. Avg.
Calls for Service*	673	796	750	- 10.3 %	6792	7061	6679	+ 1.7 %
Violent Crime	17	12	15	+13.3 %	102	105	106	- 3.8 %
Clearance Rate	100 %	90%	103.8 %		98.5 %	90.5%	96.4 %	
Property Crime	44	57	51	-13.7 %	314	424	420	- 25.2 %
Clearance Rate	23.6	24%	13.3%		24.2 %	19%	18%	
Drug Crime	0	1	2	- 100 %	23	25	24	- 4.2 %
Clearance Rate	57.1%	0%	63.6%		82.6 %	75%	78.8 %	
Driving Offences	25	14	16	+56.3 %	202	207	160	+ 26.2 %
Clearance Rate	100 %	100%	94.9 %		99.5 %	99%	97.9 %	
Traffic Collisions**	67	87	94	-28.7 %	620	654	699	- 11.3 %
Personal Injury Collisions	11	14	13	-15.4 %	121	136	115	+ 5.2 %
Part 1 PONs Issued***	563	735	565	-0.3%	5100	5521	4300	+18.6%

Source Niche RMS Statistical Data 14 Feb 2014

* Criminal Record Search removed from calls for service

**RMS Niche - Reportable Damage, Personal Injury and Fatal Collisions

*** PON – Provincial Offence Notice reported by the Town of Caledon Court Services - Provincial Offences

Dufferin Detachment Results to the 2013 Business Strategies

Crime prevention and reduced victimization in our communities

Dufferin Detachment members received training on the Mobilization and Engagement Model of Community Policing during their spring training. The Community Service Officer provided Crime Prevention and Personal Safety education during six presentations in 2013.

Detachment members continue to regularly review property crime in the Dufferin Detachment area. This resulted in suspects being identified and arrest being made. Officers performed directed patrols in areas where property crime was trending upward. Officers did have success and a large amount of stolen property was recovered and break-ins and thefts from Dufferin and surrounding areas were solved. Dufferin officers have called upon regional resources to assist in drug investigations that have resulted in successful search warrants being executed where drugs, guns and stolen property were seized.

Reported property crime continued to decrease in 2013, dropping 26% compared to the previous year. The property crime clearance rate increased for the second year in a row to 24.2%. Break and Enter offences decrease in 2013 by 26%, Theft Under \$5,000 offences decreased by 43% and Mischief offences decrease by 47%.

The Dufferin Detachment supported the Operation Heat and Freeze “positive ticketing” initiative to engage local youth. The Dufferin Detachment officers were provided 120 cold and hot beverage coupons in both the summer and winter months to engage local youth.

In 2013 officer reported on the hours of foot patrol they have completed within in the municipalities. Officers reported 539.75 hours of foot patrol during 2013. Offices have been directed to make foot patrol part of their daily activities to assist in increasing officer visibility in our community’s parks, arenas and commercial areas within the municipalities.

When officers identify a victim of crime they are to ensure that support services are offered to those victims. The number of referrals continued to increase in 2013. The Caledon Dufferin Victim Services received 91 calls from Dufferin OPP victims. This is an increase of 14 calls compared to 77 calls in 2012 and 71 calls over the 20 in 2011.

Investigative excellence through Intelligence-Led Policing

The members of the Dufferin Detachment increased the number of street checks that they perform from 507 in 2012 to 624 in 2013. The Detachment Commander attended all regional Results Driven Policing meetings to review both Crime and traffic issues through statistical analysis.

In 2013 Dufferin Detachment members attended eight meetings with other police services, OPP Central Region and other OPP detachments to review and discuss both crime and traffic issues through statistical analysis both locally and regionally. The Dufferin Detachment has identified a member of the detachment's crime unit as the intelligence and hate crime liaison officer and has trained four officers during the year in criminal investigation focused training of interviewing and search warrants.

Excellence in the response to and management on major investigations, critical incidents and emergencies

The Dufferin Detachment updated the detachment's Continuity of Operations Plan and completed its annual table top exercise. The detachment participated in the Dufferin County Emergency Management exercise. All members have taken the first level of training on the Incident Management System (IMS) 100, all supervisors have taken the second level, IMS 200 and one sergeant has successfully completed the Incident Commander course. Dufferin Detachment has worked with the Shelburne and Orangeville Police Services, Dufferin EMS, Shelburne Fire Department, the County Emergency Management Coordinator and the Centre Dufferin District High School to create an emergency response plan in the event of a shooting at the high school.

Save lives and reduce crime on our highways, waterways and trails

There was a decrease of 34 collisions in 2013, down to a total 620 compared to the previous year. The number of collisions for 2013 is 79 below above the previous five year average of 699. Personal Injury (PI's) collisions decreased by 15 collisions from 136 in 2012 to 121 collisions in 2013. A five year comparison shows that for 2008 to 2012 the average number of PI collisions was 115, 5 below the PI MVCs for 2013.

There was 1 fatal motor vehicle collision in 2013 that resulted in one death. This was a large decrease from the 9 fatal collisions which claimed 12 lives in 2012.

The detachment participated in a number traffic initiatives during the year's holiday weekends and throughout the year focusing on the high-risk driving behaviors of aggressive driving, impaired driving, seatbelt non-compliance and distracted driving. These initiatives also included safety messages being sent to the media for publication. The Dufferin Detachment Media Officer sent out 12 traffic safety messages during 2013 reporting on traffic safety and enforcement on high-risk driving. In 2013 there was a 7.6% decrease in the number of Provincial Offence Notices issued compared to 2012. Dufferin officers reported 7088 hrs of traffic enforcement hours which is similar to the previous year.

In 2013 there were 820 traffic complaints reported to the Dufferin OPP Detachment. This is a similar amount as was reported in 2011 and 2012, which saw 835 complaints being reported in each year. Dufferin officers were assigned to directed traffic patrols in areas where these complaints identified ongoing issues.

Members of the Dufferin Detachment participated in both safety lanes and commercial motor vehicle lanes, assisting the MTO and OPP regional traffic members in removing unsafe vehicles from the local roadways.

Develop and implement a coordinated approach to internal communications.

The Detachment Commander attended all Regional Results Driven Policing meetings and the Detachment held four NCO meetings and six administrative support meetings to share information. At the beginning of each year the detachment sergeants are given their assignments for the year and specifics as to the detachment expectations for the front-line officers. The detachment held four training days for detachment officers to review local policies and obtain training from local agencies and our local community partners.

Focus external communications, including an awareness of the OPP's mandate, to our communities and stakeholders.

In 2013 the Dufferin Detachment sent 21 proactive, targeted, public education media releases. The Detachment prepared 30 reports for the six Police Service Boards and created 41 links to the joint PSB web site in 2013.

Advocate for and support sustainable First Nations policing and safe communities.

During 2013, two officers were deployed to first Nations communities. Two officers attended the Native Awareness course.

Support and enable continuous training, learning and development opportunities for our employees.

In 2013 all detachment staff members had performance, learning and development plans (PLDP). All Dufferin Detachment officers attended their yearly training and additional training was received by a number of officers. This training included the following courses: Coach Officer, 2IC, Domestic Violence Investigator, General Investigation Techniques, Investigative Interviewing Techniques and Intoxilyzer 8000.

Four constables currently are identified as second in charge of their platoons and act as the NCO when their sergeant is not present. This will allow them to develop the competencies required for promotion.

Foster a culture of recognition and accountability through meaningful performance management.

All staff members have a PLDP that tracks their performance, learning and developmental activities. All plans have been completed for 2013.

Promote a healthy workforce and healthy workplace.

The Dufferin Detachment maintains a fitness room used by many of the detachment members. The Detachment's Health and Safety Committee meets quarterly to identify issues. All issues brought forward by this committee have been addressed and resolved by the Detachment Commander in a timely manner.

The detachment has utilized the Quarterly Accommodation Reports to track, monitor and support meaningful work assignments for the members at the detachment that required workplace accommodations.

Enhance information management with technology.

Niche Report Management System (RMS) reporting compliance was reviewed monthly on the timely entry of uniform crime reports and correct address entry. Dufferin Detachment has identified issues regarding address verification because of the six digit Dufferin County numbering system. The OPP RMS Unit is aware of the issues that Dufferin Detachment is having and is working to address these issues.

Civilian Data Entry (CDE) is now a provincial wide service that is accessible to all OPP officers. The Detachment officers continue to increase their use of the system during the year and the quality of the Niche data has become more consistent. CDE staff are now available around the clock to enter reports so there is no delay in the transcription of reports. With the CDE staff being move to a provincial unit, the CDE member at the Dufferin Detachment is no longer able to assist in statement synopsising, information entry on the Collision Reporting System or other none CDE functions.

The Dufferin Detachment has one mobile work station (MWS) for one of the nine cruisers. Thirteen members at the detachment have been trained on the use of the MWS. The MWS has been upgraded to a system that now allows for dispatch details to be sent to the MWS to decrease radio airtime required for the dispatching of calls.

Effective financial management and fiscal accountability.

During the year all expenses were reviewed and approved by the Detachment Commander. Restrictions on overtime for administration and training continued. Under the Fuel Reduction Strategy fuel purchases are monitored on a monthly basis to ensure that regular gas is being purchased at gas stations that provided a discounted price.

The Detachment ensured accurate monthly reporting on the Detachment's expenditure forecast.

Embed environmental responsibility into our culture and our business practices.

Dufferin Detachment members have been advised through both detachment email and through Detachment meetings with the Detachment Commander, to minimize the idling of the cruisers. In addition to the monitoring of unnecessary idling of the cruisers, platoon sergeants conducted weekly checks of all the cruisers at the detachment to ensure that they were in proper working order. All vehicles receive regular servicing to minimize issues.



Staff Sergeant Steven Sills
Dufferin OPP Detachment Commander
11 April 2014