

rebtable HST (\$3,734,277 excluding taxes) for the supply and installation of a Radio Communications System subject to City Council acceptance of the proposal itself, a proposed project funding plan, and the 2019 Capital Budget.

15 - 16

3. Radio Communications Project - Design through Commissioning (Report)

That the Sarnia Police Services Board approve a proposal from Palidor Radio Communications Consultants Ltd. (PALIDOR) for the scope of of Work to Project Completion at a cost of \$110,000 (including HST costs) to be funded from within the Police Radio Communications System Upgrade Project.

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4. Request for Replacement of a Full Time Communications Operator Position (Report)

That the Sarnia Police Services Board approves the hiring of a full-time Communications Operator

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5. Special Constables (Report)

That the Sarnia Police Services Board approves the re-appointment as Special Constable of Michael A. Callander, and the appointments as Special Constables of Isaac W. Baird and Philip E. Veale.

ROUTINE APPROVALS AND INFORMATION

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- A. Civil Remedies Grant Announcement (Report)

For Information

NEW BUSINESS

ADJOURNMENT

SPECIAL OPEN MINUTES
9:30 a.m. – THURSDAY, NOVEMBER 29, 2018
BOARD ROOM
POLICE SERVICES BUILDING

The Sarnia Police Services Board met in regular session.

Mayor Mike Bradley took the Chair and the following Members of the Board were present: Councillor D. Boushy, B. Trothen and J. Rogers.

Present from staff were: Chief Norm Hansen, Deputy Chief Owen Lockhart, Director of Financial Services Cathy Dam, and Board Secretary, Joan Knight.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest.

MINUTES

Moved by Board Member Trothen, seconded by Board Member Rogers, and **carried**:

THAT the Minutes of October 11, 2018 be adopted.

REPORTS AND INQUIRIES

1. Collision Reporting Centre (Report)

Inspector Jeff Hodgson, Community Response Division provided a report dated November 12, 2018 to the Sarnia Police Services Board regarding the Collision Reporting Centre.

Discussion took place with respect to how a Collision Reporting Centre would function in the City of Sarnia regarding public awareness, impact on neighbours, time lines for investigations.

Moved by Board Member Rogers, seconded by Board Member Trothen, and **carried**:

That the Sarnia Police Services Board authorize the Chair Mayor Mike Bradley to sign an agreement for a one-year pilot program with Accident Support Services

International Ltd. (ASSI) for a Collision Reporting Centre (CRC) to be located in the Sarnia Police Headquarters.

ROUTINE APPROVALS AND INFORMATION

- A. Reduce Impaired Driving Everywhere (R.I.D.E.)
Allocation for 2018/2019 (Report)

Ministry of Community Safety and Correctional Services, letter dated November 2, 2018, advising of Reduce Impaired Driving Everywhere (R.I.D.E.) Allocation for 2018/2019.

- B. October 31 Budget Status Report (Report)

Cathy Dam, Director of Financial Services provided a report dated November 29, 2018 for the Sarnia Police Services Board regarding the budget status as at October 31, 2018.

- C. New Backup Server for Business Continuity and Disaster Recovery (Report)

Cathy Dam, Director of Financial Services provided a report dated November 29, 2018 for the Sarnia Police Services Board regarding a new Backup Server for Business Continuity and Disaster Recovery.

Moved by Board Member Trothen, seconded by Board Member Councillor Boushy, and **carried**:

That the Sarnia Police Services Board approve the purchase of a new backup server in the amount of \$63,070 including the cost of non-rebatable HST funded from the Operating Budget.

- D. Proposal RFP18-235 for Radio Communications Tower (Report)

Cathy Dam, Director of Financial Services provided a report dated November 29, 2018 for the Sarnia Police Services Board regarding Proposal RFP18-235 for Radio Communications Tower.

Moved by Board Member Trothen, seconded by Board Member Councillor Boushy, and **carried**:

That the Sarnia Police Services Board accept the proposal submitted by Spectrum Communications in the amount of \$609,628 including non-rebatable HST (\$599,084 excluding taxes) for the supply and construction of Radio Communications Towers

E. Officer Request for Leave of Absence for Military Deployment (Report)

Owen Lockhart, Deputy Chief provided a report dated November 21, 2018 for the Sarnia Police Services Board with respect to a request for an unpaid leave of absence.

Moved by Board Member Trothen, seconded by Board Member Councillor Boushy, and **carried**:

That the Sarnia Police Services Board approve Cst. Allison Knapp's leave of absence for military deployment.

F. Officer Retirement and Replacement (Report)

Owen Lockhart, Deputy Chief provided a report dated November 21, 2018 for the Sarnia Police Services Board regarding officer retirement and replacement.

G. Civilian Employees - Retirements and Replacements (Report)

Owen Lockhart, Deputy Chief provided a report dated November 15, 2018 for the Sarnia Police Services Board regarding Civilian Employees retirements and replacements.

H. New Civilian Employees (Report)

Owen Lockhart, Deputy Chief provided a report dated November 15, 2018 for the Sarnia Police Services Board regarding New Civilian Employees.

I. Ontario Association of Police Services Boards (OAPSB) Membership Dues for 2019 (Letter)

Joan Knight, Secretary provided a letter dated November 21, 2018 to the Sarnia Police Services Board regarding the Ontario Association of Police Services Boards (OAPSB) membership dues for 2019.

Moved by Board Member Trothen, seconded by Board Member Councillor Boushy, and **carried**:

That the Sarnia Police Services Board approve the renewal of the Ontario Association of Police Services Boards (OAPSB) Membership for 2019.

Moved by Board Member Trothen, seconded by Board Member Councillor Boushy, and **carried**:

THAT Item A, B and F to H under Routine Approvals and Information, be received and filed.

NEW BUSINESS

There were no items of new business.

ADJOURNMENT

Moved by Board Member Trothen, seconded by Board Member Rogers, and **carried**:

THAT the Sarnia Police Services Board adjourn.

CHAIR

SARNIA POLICE SERVICE
People Serving People

DEPARTMENT CORRESPONDENCE

DATE: December 13, 2018

TO: Norman Hansen, Chief of Police

FROM: Cathy Dam, Director of Financial Services

SUBJECT: Funding of Radio Communications Upgrade Project

RECOMMENDATION:

It is recommended that the Sarnia Police Services Board submit a funding plan to City Council for a budget shortfall of up to \$822,000 in the Radio Communications Upgrade Project that would require funding from the 2018 Police Operating Budget surplus, secondly from the Police Contingency Reserve, and thirdly, borrowing funds from a City Reserve with a payback plan.

BACKGROUND:

The Police Radio Communications Upgrade Project is a multi-year project that was initiated in 2017 with a feasibility study. The feasibility study was commissioned because most of the current radio equipment was reaching end of life within a two to three year period and would require replacement. The feasibility study, prepared by Palidor Communications Consultants (PALIDOR) identified and defined existing or pending deficiencies with the current system including:

- Lack of Manufacturer's Support – Current equipment including mobile and portable radios, dispatch consoles, and transmitter and receiver equipment reaches end of manufacturer support at the end of either 2018 or 2019.
- Coverage Issues – System radio coverage problems were for handheld radios which create an officer safety issue were confirmed.
- Backup/911 Dispatch Centre – Limited capabilities were identified for the Backup/911 Dispatch Centre.
- Leased telephone lines that interconnect the radio communications system infrastructure locations are often unreliable.

The project is made of two primary components plus contingencies and costs for various consulting and engineering professionals. All costing includes the cost of non-rebatable HST.

1. The Radio Communications Tower Award was approved by the Board on November 29, 2018. This encompasses the upgrade of the City of Sarnia's tower infrastructure to accommodate the new radio equipment and the backhaul system. This award is

currently awaiting the approval of Sarnia City Council. A second Tower RFP for one additional tower to serve the southwest corner of the city has not yet been awarded. The total cost of tower upgrades and replacements at various city and other sites is anticipated to cost \$977,057 including the cost of non-rebatable HST. Tower upgrades and replacements were deemed necessary to support the new radio transmitter, receiver, and backhaul system technology. These upgrades and replacements will provide important tower infrastructure for the City and will benefit other City departments as well as Police. Only one of the four required towers on city property is located on Police property. As well, some equipment will be placed on leased tower locations which involve pending agreements with community partners.

2. Radio Communications System – The Radio System Award is detailed in another report on this Agenda with a cost of \$3,800,000 including contingencies.
3. Contingencies – Several contingencies have been identified involving extra site preparation at various radio equipment sites. The cost for the extra work is expected to be \$106,848.
4. Consulting, Engineering, Studies – Total consulting and engineering is anticipated to be \$349,568 or about 7% of total project cost. This includes the original feasibility study, system design to implementation, and various smaller studies including soil sampling, aeronautical study, and professional tower analysis.

COMMENTS:

In 2016, the project was expected to cost \$4,411,000 over a three year period. This was funded through the City reserves in the City's capital budgets of 2017, 2018 and 2019. Based on updated cost estimates, we are now anticipating a total cost of up to \$5,233,000. The resulting budget shortfall is \$822,000.

A primary contributor to the projected cost overrun is the need for the construction of two towers that were not identified in the original project budget. The cost of these two towers totals \$573,400. One replaces a city tower that structural engineers determined did not have the CSA rating or the capacity required for new radio equipment. The second tower is necessary to improve portable radio coverage in the southwest quadrant of the city for improved communications and enhanced officer safety.

Other factors contributing to the projected cost overrun are upgrades to the 911/Backup equipment and various engineering and consulting costs that were higher than originally anticipated. Contingencies for unforeseen expenses and change orders are also built into the budget figure.

The following plan is proposed for funding the projected cost overrun subject to the approval of the Board and City Council:

- The first proposed funding source is the 2018 Police Operating Budget Surplus now anticipated to be in the area of \$230,000 following a recent confirmation of 2018 grant funding.
- The second proposed funding source is the Police Contingency Reserve which is projected to have an uncommitted balance of approximately \$300,000 at the end of 2019.
- Finally, it is proposed to request \$292,000, the balance of funding, if needed, from City Reserves with a payback plan to be determined in consultation with city staff. This amount could change as more information is available on 2018 Police Operating Budget results after the New Year.

CONSULTATION:

Lisa Armstrong, the City's Director of Finance was consulted in the preparation of this report.

FINANCIAL IMPLICATIONS:

It is recommended to fund the projected budget overrun in succession from the 2018 projected Police Operating Budget Surplus, secondly from the Police Contingency Reserve and thirdly to request funding from a City Reserve with a payback plan to be determined.

Prepared by:



Cathy Dam
Director, Financial Services

cc. Lisa Armstrong, Director of Finance, City of Sarnia
D. Chief O. Lockhart

SARNIA POLICE SERVICE
People Serving People

DEPARTMENT CORRESPONDENCE

DATE: December 13, 2018
TO: Norman Hansen, Chief of Police
FROM: Cathy Dam, Director of Financial Services
SUBJECT: Proposal RFP18-130 for Radio Communications System

RECOMMENDATION:

It is recommended that the Sarnia Police Services Board accept the proposal submitted by Spectrum Communications with an upset amount of \$3,800,000 including non-rebatable HST (\$3,734,277 excluding taxes) for the supply and installation of a Radio Communications System subject to City Council acceptance of the proposal itself, a proposed project funding plan, and the 2019 Capital Budget.

BACKGROUND:

The new Radio Communications System is an integral piece of the Police Radio Communications Upgrade Project and is made up of the following components:

Radios

- New mobile radios will replace the current police cruiser radios reaching end of life (end of manufacturer support) at December 31, 2019. End of life denotes that a company no longer guarantees sustainment of the equipment or supply of replacement parts.
- New portable radios will replace the current fleet of portable radios reaching end of life at December 31, 2019.

Communication Centre Equipment

- Dispatch Consoles at Police Headquarters – New consoles will replace current dispatch consoles which reach end of support at December 31, 2018. Training of Sarnia Police 911/communications staff is included in the proposal.
- Backup 911/Dispatch Centre enhancement – New consoles at the 911 Backup site will provide an alternative should the main dispatch centre be unavailable for any reason.

It should be noted that the 911/Communications Centre dispatches for both police officers and fire officers in the City of Sarnia.

Radio System Hardware

- Radio Receivers and Transmitters – Transmitters and receivers at seven sites will replace a smaller current inventory of equipment with an end of life date of December 31, 2018. An increase in the number of transmitter and receiver sites will improve portable radio operation throughout the populated areas of the city. The new system will be expandable should the need for this be identified in the future.
- Wireless Backhaul System – A new wireless backhaul (microwave) system will be responsible to transmit voice traffic from the various transmitter/receiver sites to the police radio network. This wireless system will replace an aged and unreliable copper line system currently leased at a cost of \$60,000 per year.

The Police Radio Communications Upgrade project also includes the Radio Communications Towers award approved by the Board on November 29, 2018. This encompasses the upgrade of the City of Sarnia's tower infrastructure to accommodate the new radio equipment and the backhaul system. This award is currently awaiting the approval of Sarnia City Council.

The final component of the project is the consulting, design, and engineering provided by various radio communications and tower specialists including the primary design consultant, Palidor Radio Communications Consultants (PALIDOR) from Vancouver, BC.

COMMENTS:

Closing on August 24, 2018, the sole submission was received electronically and processed by the City Purchasing team, PALIDOR, and other Police department representatives.

Any anticipated fluctuation in equipment and installation costs is based on several outstanding system design elements that could affect the cost. The upset amount of \$3,800,000 was determined with consideration to possible changes as design is finalized.

CONSULTATION:

The following individuals and groups were consulted in the development of this project:

- Fred Palidor and Stuart Palidor, PALIDOR;
- Shawn Unsworth, Purchasing Manager, City of Sarnia;

FINANCIAL IMPLICATIONS:

The total cost of the proposal is expected to not exceed \$3,800,000 to be funded from the Radio Communications System Upgrade Project pending approval of a related report on funding for the Police Radio Communications System Upgrade Project.

Prepared by:

A handwritten signature in black ink, appearing to read "CDam".

Cathy Dam
Director, Financial Services

cc. Lisa Armstrong, Director of Finance, City of Sarnia
D. Chief O. Lockhart

Attachment: Summary – Radio System Vendor Evaluations Recommendations (PALIDOR)

SARNIA POLICE SERVICE
People Serving People

DEPARTMENT CORRESPONDENCE

DATE: December 13, 2018
TO: Norman Hansen, Chief of Police
FROM: Cathy Dam, Director of Financial Services
SUBJECT: Radio Communications Project – Design through Commissioning

RECOMMENDATION:

It is recommended that the Sarnia Police Services Board approve a proposal from Palidor Radio Communications Consultants Ltd. (PALIDOR) for the Scope of Work to Project Completion at a cost of \$110,000 (including HST costs) to be funded from within the Police Radio Communications System Upgrade Project.

BACKGROUND

In March, 2017, the Board approved the award of Evaluation of the Police Radio Communications system. Subsequently, PALIDOR was awarded the Design of the system through to the Vendor Evaluation stage.

COMMENTS

Consulting costs related to system design through to the RFP process for PALIDOR are \$175,181 to date. This includes to both planned work and costs from unplanned work resulting from studies for the integration with the City's IT Wide Area Network project, extra consultation and evaluation for communications towers not originally part of the project, and some unplanned specification refinements for the Radio System RFP.

The final stage of project consulting involves final system design refinements, final review of tower designs, and project implementation and testing after construction. It is expected that this stage of project consulting to be \$110,000 including the cost of HST.

FINANCIAL IMPLICATIONS:

The net cost of \$110,000 for consulting expenses and fees through to project completion will be funded from within the Police Radio Communications Upgrade Project.

CONSULTATION:

Consultation has taken place with Shawn Unsworth of the City's Purchasing Department.

Prepared by:

A handwritten signature in cursive script, appearing to read 'CDam'.

Cathy Dam
Director, Financial Services

cc. D. Chief O. Lockhart
Lisa Armstrong, Director of Finance, City of Sarnia

Sarnia Police Service
Department Correspondence
People Serving People

December 6, 2018

To: Sarnia Police Services Board

From: Chief Norm Hansen

Re: Request for Replacement of a Full-Time Communications Operator Position

Recommendation

“That the Sarnia Police Services Board approves the hiring of a full-time Communications Operator.”

Background

On November 28, 2016, one of our full-time communications operators began long term disability on our sick leave plan.

On November 21, 2018, we received correspondence from Desjardins Insurance that this communications operator would not be able to return from Long Term Disability in any capacity. Based on their review of the current medical information, they do not feel that she would be able to perform any reasonable alternate occupation at this time. This will leave a full-time Communications Operator position empty.

The Sarnia Police Service has a current promotional list for full-time positions as a communications operator. The Board’s approval now to appoint a full-time position will alleviate any issues with backfilling this position.

Financial Implications

There are no financial ramifications associated with this recommendation.

Norm Hansen
Chief of Police

/rp

Sarnia Police Service
Department Correspondence
People Serving People

December 7, 2018

To: Sarnia Police Services Board

From: Owen Lockhart
Deputy Chief of Police

Re: **Special Constables**

Recommendation

We require a motion from the Board authorizing the re-appointment of a Special Constable, and the appointments of two new Special Constables. They have already been approved for appointment by the Ministry of Community Safety and Correctional Services.

“That the Sarnia Police Services Board approves the re-appointment as Special Constable of Michael A. Callander, and the appointments as Special Constables of Isaac W. Baird and Philip E. Veale.”

Background

The Sarnia Police Service is mandated by the Police Services Act to provide Court Security functions for the Court facilities situated at both 700 North Christina Street and 150 North Christina Street, Sarnia. In order to legally perform all the functions required of them some of our civilian staff need to be appointed as Special Constables, which in effect makes them peace officers for the limited purposes of performing their duties.

This is a two-stage process. First the Police Service applies to the Ministry of Community Safety and Correctional Services for approval of the appointments. Once this approval is received from the Ministry, then the Appointments need to be formalized by the local Police Services Board by way of a motion, and signed off by the Chair of the Board. The appointments are for a term of five years.



Owen Lockhart
Deputy Chief of Police

/rp

SARNIA POLICE SERVICE
People Serving People

DEPARTMENT CORRESPONDENCE

DATE: December 13, 2018
TO: Norman Hansen, Chief of Police
FROM: Cathy Dam, Director of Financial Services
SUBJECT: Civil Remedies Grant Announcement

RECOMMENDATION:

The items in this report were previously considered in a closed meeting and the report is provided for information only.

BACKGROUND:

The Civil Remedies Grant is a program created under the Civil Remedies Act that allows money to be taken out of the hands of wrongdoers and used to support the prevention of crime and victimization.

COMMENTS:

On June 11, 2018, Sarnia Police Service submitted an application to the Ministry of the Attorney General under the Civil Remedies Grant Program for funding in the amount of \$37,537 to assist with a Human Trafficking Identification and Surveillance Project.

Notice was received in late October that the grant application had been approved however a key stipulation of the notice was that recipients were not to make public announcements prior to the Ministry of the Attorney General's announcement.

On November 28, 2018, the Ministry of the Attorney General publicly announced funding allocations to various projects throughout the province including \$37,537 for Sarnia Police Service for the Human Trafficking Identification and Surveillance Project.

The project involves the implementation of an identification and surveillance program to combat human trafficking activity; including building a local database that includes perpetrators and identifying, engaging with, and assisting victims. The Ministry of the Attorney General approved the specific budgeted items including a mobile License Plate Reader (LPR) and Surveillance Cameras.

Further to the grant approval, the Board also approved the procurement of a mobile LPR with a net cost of \$36,300. The proposed vendor is Davtech Analytical Services (Canada) Inc., which is the only company in Eastern Canada providing LPR equipment specifically approved by the Ministry of Transportation (MTO) for use with their database.

CONSULTATION:

Dwayne Whelpley, Inspector of the Investigative Services Branch, took the lead in preparing and submitting the grant application. The Investigative Services Branch will also lead in project implementation and mandatory report backs to the Ministry.

FINANCIAL IMPLICATIONS:

The approved grant amount is \$37,537 which will be applied against the purchase of a license plate reader and surveillance cameras with a net zero impact to the 2018 Operating budget.

Prepared by:

A handwritten signature in black ink, appearing to read 'C. Dam'.

Cathy Dam
Director, Financial Services

cc. D. Chief O. Lockhart