

# SMITHS FALLS POLICE SERVICES BOARD

## Minutes of the in person meeting April 15, 2025

**Facebook Live:** <https://www.facebook.com/smithsfallspolice>  
**Youtube Live:** <https://www.youtube.com/channel/UCBFFXhpEIk-x8oDEMxY8MzQ/live>

**Members Present:**

S. Pankow, Mayor	Staff: J. Empey, Chief
R. Dopson, Council Appointee	Staff: C. Kettle, Deputy Chief
C. Saumure, Provincial Appointee	
S. McFadden, Secretary	
C. McGuire, Councilor	

A. Howard, Provincial Appointee- Attended but did not participate

## 1. Call to Order

Chair Pankow called the meeting to order 8:05am and read the Land Acknowledgement for April 15, 2025.

## 2. Chairs Remarks:

Chief Empey would like to recognize that it is Public Safety Communicators week- we wouldn't be able to do our jobs without the work of our dispatchers. The hard work and dedication they put in to keep our officers and community safe is greatly appreciated.

Chair thanks them as well on behalf of the Board.

### 3. Presentation- Dan King:

Service Medal presented to Sgt. Dan King

#### 4. New Constable Introductions:

Cst. Curtis Sly and Cst. Jackson Germann were introduced to the Board.

## 5. Additions to the Agenda- NONE

6. Declaration of Interest - NONE

7. In Camera  
Motion by: C. McGuire  
Seconded by: C. Saumure

That the Smiths Falls Police Services Board move In Camera at 8:15am to discuss items pertaining to intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public in accordance with Section 44 of the *Community Safety And Policing Act*.

- a) HR Staffing update- Overall- Chief
- b) HR Staffing update- Identifiable Individual- Board Chair
- c) HR Staffing Identifiable Individual- Chief
- d) OPS Partnership for CISO Analysis
- e) Approval of March In- Camera Minutes

THAT the Smiths Falls Police Services Board revert to an open session at 8:55am  
Carried 4-0

#### Rise and Report

- a) HR Staffing update- Overall- Chief
- b) HR Staffing update- Identifiable Individual- Board Chair
- c) HR Staffing Identifiable Individual- Chief
- d) OPS Partnership for CISO Analysis
- e) Approval of March In- Camera Minutes

8. Correspondence – NONE

9. Minutes from the Previous Meeting

Motion by: R. Dopson

Seconded by: C. Saumure

THAT the Smiths Falls Police Services Board approve the Minutes from the meeting March 12, 2025 as presented.

Carried 4 -0

10. Business arising from previous meeting.

a) Biometrics update.

Installing 2 units within our cell block- 2 of 5 cells will have the units. These units will help monitor prisoners in our custody- it monitors heartrates and breathing. With drug use this will prevent and monitor overdoses. Prisoner care and control under the new act is a main piece for compliance. The install will be done on April 25<sup>th</sup> if the board wants to come and check out the units once installed. One until will go into the YO/Female cell and the second until will go into the male cells. This will be a great tool for an extra piece of security to alert our dispatchers if something isn't right with the prisoner.

b) IT Strategy:

Still moving ahead with the town- on our side we are getting everything up to date in our servicer room with the help of Owen Sound and our IT Support. They are meeting with the consultant the town is using in a couple of weeks. This will give them the full overview- once this has happened a report back to the board will happen.

11. New Business

a) Budget Monitor

Budget monitor for 2025- everything looks stable, OT is still under about \$4,000 from where we were this time last year. The last couple weeks we have had some OT to execute warrants and training. We have had to do some complex maintenance work but nothing that crucial on the budget.

Update on the final 2024 will be in our annual report- overall we were over budget by \$163,000. This had to do with our benefits for new officers, complex maintenance and IT Support. Still finalizing some of the grants so there might be more funding coming back into that variance. More update to come next board meeting.

b) Capital Update

Vehicle has been ordered, CAD might be deferred (waiting on cost), ALPRs were ordered and came in around \$52,000 (under budget) Equipment were the Ballistic Helmets- ordered 1 per cruiser and are sized. Officers will grab their size of helmet at the beginning of their shifts and place it in their cruiser for the shift just like they do with carbines and other equipment. (helmets were just under \$10,000). Equipment/ cruiser was done at the most cost-effective way. All Capital expenses were under budget.

c) Annual Report 2024

Chief presented the full rough draft of the Annual Report and highlighted the main points. One of our civilian staff put the Annual report together for us this year. Final copy will be released to the public.

d) Grant Updates – Deferred until public announcement is made.

Chief will be applying for increases in multiple grants and re applying for next year of the current grants.

e) Policies and Procedures update from the Board- Chair

the new act came in effect just over a year ago. With the new act the policies and procedures need updating- Chair has examples of other boards policies and procedures no need to invent the wheel. R. Dopson will assist the Chair on this process.

f) Climate Protection Working Group- Chair

The Towns Climate Protection Working Group is working with the MCM- anyone connected to the town will be doing what they can to create action plans to low risk carbon footprint and create sustainability moving forward. We know that the Police Service is one of the biggest contributors to this. Two pieces that contribute most to the carbon footprint are vehicles and building. Some services have already moved forward with fully electric vehicles (Mustang Moch E). what are the possibilities as we look into 2026. Chief has spoke to other Chief regarding the hybrid model- with town driving and short distances this is something to look into for efficiency. Chief preented building costs with a 24/7 operation over the last few years to this current year. Fleet comparison for fuel cost were also presents from 2023- Current. Some fuel, mileage used for training is used towards grants. We have taken some proactive approach for fuel costs and electricity savings. Hybrid model will be looked into for 2026.

g) Retirement

Officially announce that Cst. Dave Murphy will be retiring May 31 2025. He's been a great help with us for all the courts and crown protocol. He's been an advocate in bail court for high risk offenders to keep them in for bail or a reverse onus.

Chair says his well wishes to Cst. Murphy and thanks him for his service.

Recruitment is ongoing. looking to replace 1 constable on WSIB over 2 years and Cst. Murphy. The shuttle run was run through the service for those who applied- if they made level 7, they are eligible to move forward in the recruitment process.

Motion to approve 2 hires  
All in favor.

12. Operational Report – Power point presented by Deputy Chief

13. Date and Time Next Meeting  
Next meeting- May 20, 2025 @ 8:00 am

14. Adjournment  
Motion by: C. McGuire  
Seconded by: R. Dopson  
All in favor  
THAT the Smiths Falls Police Services Board meeting adjourned at 9:51am  
Carried 4-0

---

Shawn Pankow, Chair  
Smiths Falls Police Services Board

---

Stephanie McFadden, Secretary  
Smiths Falls Police Services Board

---

Date: