

RICHMOND CITIZENS CRIME WATCH
EXECUTIVE MEETING MINUTES
MON. JANUARY 10, 2005
Richmond City Hall Rm. M.1.003

1a. Roll Call: Jim Howard, Darren Gallvitz, Erik Olsen, Veena Lanji, Steve Scott, Fermie Wilder
-with regrets: Rod Bruchet, Jane Bruchet

1b. Call to Order: 18:55

2. Reading of Mission Statement: n/a

3. Approval of Agenda: Fermie made a motion to approve the agenda, seconded by Jim, all in favor.

4. Approval of Minutes of Previous Meeting: Fermie made a motion to approve the minutes of the previous executive meeting, seconded by Erik, all in favor.

5. Communications: Jim received an email from Cpl. K. Anderson regarding a new Crime Watch computer, an office space for Crime Watch, and a change in rate for gas allowance. Cpl. Anderson stated in the email that Crime Watch is at the bottom of the priority list for a computer form the IT department, but she will get back to us ASAP as to our wait-list status. She also said that Crime Watch should have its own office space by the end of this month (Jan. 2005). Furthermore, regarding gas allowance, she thinks we (the executive) should take more time to think about how much we want to increase the existing allowance.

Darren Gallvitz received an email from Darren Sutherland regarding a “change of status” notification. In his email, he stated that Crime Watch should disregard any previous letters of resignation from him and that although he is not able to commit to the 5 hours per month patrol time, he would like to continue to help with the training manual and perhaps also with special operations that come up (see coordinators’ report).

A memo was sent to Crime Watch from ECOMM notifying us of a procedure that was put into practice (effective December 22, 2004) where, on a patrol night, Crime Watch notifies ECOMM (by fax) the information of patrol vehicles and the RCMP queries the license plates of our vehicles and enters the remark “CCW Vehicle” into their field. This will enable police officers to immediately know that the vehicle plate they are running is a Crime Watch vehicle.

6. Reports:

Coordinators:

Darren received an email from Erik that the description of our program on the City of Richmond website had some information that needed to be updated. Darren contacted the webpage administrator and requested that an update be made to the name of our program (Citizen Crime Watch → Richmond Citizens Crime Watch Patrol, minimum hours per month: 4 → 5, Program Coordinator: Darren Sutherland → Rod Bruchet).

Rod, Jim and Darren have approved an ID card pass to the main detachment for executive member Steve Scott to be used to pick up portables, etc. on patrol nights. Steve was forwarded a number to call to make an appointment.

Darren received an email from Steve Scott requesting information on what to do when Crime Watch locates an uninsured vehicle, mobile or not. Cst. Kwast was contacted and with Cpl. Anderson's approval, stated that when Crime Watch does locate such a vehicle, that dispatch should notify ECOMM if it is mobile and By-laws if it is stationary (and suspiciously parked, of course). Darren will contact Cst. Kwast to inquire about the proper procedure in notifying By-laws.

Regarding Darren Sutherland's status with our program: an issue was brought up on whether or not he should be allowed continued access to the Steveston Station as well as the main detachment. All executive present agreed that Darren Sutherland should surrender his City ID card to Crime Watch, and that Cpl. Andersen needs to be notified about Darren Sutherland's access privileges to the Steveston Station.

Erik suggested that we give Darren Sutherland the opportunity to finish the PowerPoint presentation that he is working on for the training aspect of our program, and that Darren should then take a LOA until he is able to commit to the required 5 hours of patrol hours per month as outlined in the existing Policies and Procedures Manual. All executive members agreed to this procedure. The coordinators will meet with Darren Sutherland to ask him if he will resign or take a LOA after the PowerPoint presentation is complete.

Erik made the motion that Darren Sutherland must have the PowerPoint Presentation complete and ready by the Friday before our next executive meeting (February 4th, 2005). This was seconded by Jim, 4 in favor, 2 abstained (Steve and Fermie).

Training:

Steve distributed the first draft of the Training Manual. Erik questioned the ordering of the 50 binders for training manuals. Jim will follow up with Cpl. Anderson. Steve is welcoming any feedback. Executive members are to email Steve with feedback before the next executive meeting.

Scheduling:

The patrol on January 7th, 2005 was cancelled due to snow. Fermie inquired as to (1) who makes the decision to cancel a shift, and (2) what the reasonable cancellation time is.

<19:30 Darren Gallvitz arrives; break from 19:30 – 19:40>

Erik made the motion that the decision to cancel a shift will be made by the Shift Supervisor, who will confirm volunteer list for that night with the Scheduler, and will notify all volunteers who are scheduled for that shift. Seconded by Steve, 5 in favor, 1 abstained (Vena).

Erik made the motion that a minimum of 4 hours notice be given before volunteers are notified of a shift cancellation. Seconded by Steve, 5 in favor, 1 abstained (Vena).

Erik expressed the need for follow-ups for LOAs (George Banu, Lynne Batstone, Paul Beer, Aida Saba, Kevin Sutherland, and Garry Vicze). Darren will contact the LOAs. A decision to allow Garry Vicze to do a split shift instead of an entire shift will be tabled to the next executive meeting.

Erik asked if there were any Counter Attacks scheduled for January. Jim will contact Cst. Kwast to check.

Equipment:

Erik Stated that Crime Watch has purchased 200 alcohol wipes for the headsets, 4 Motorola speaker mics, 1 bank charger (4 old individual chargers were returned for a partial credit), 3 clip-on lights for laptops. It was noted that the mics seem to be working well as long as they are properly connected. In addition, only 1 laptop is compatible with the clip-on lights. Jim asked if we could get an adaptor for the lights. Erik responded that we couldn't.

Erik inquired about feedback about high-speed internet service. Jim has received no feedback, but suggests that we wait until we get our new office space and new computer.

Erik reported that Crime Watch may be in contravention of the Radio & Communications Act by continuing to use our older Maxon radios, which use wide band. Erik is waiting to hear back from Industry Canada to see if we can still use them with our existing approval number so that the City could change them to narrow band (the accepted band of use). Darren Gallvitz will contact Darren Sutherland to see if he was made aware of this change over to narrow band when he purchased the maxon radios. Erik will check with Industry Canada regarding our status. We have been advised to stop using the Maxon radios effective immediately. An option was that we could ask the City for extra radios if needed, or to use 1 radio per team until Industry Canada approves the use of our Maxon radios and they get reprogrammed by the City.

Erik expressed the need to have more organization in our filing procedures, especially regarding financial papers and documentations. It was decided that we would work on this during our move to our new office space, which would also come with more filing cabinets.

Treasurer:

Veena reported that petty cash has a current balance of \$63.53 and that the last transaction was for the purchase of the alcohol wipes. She added that the fiscal year for the City ends on April 30th and that she is unsure of our current balance in our gas allowance account.

The suggestion of raising our gas allowance to .20/km will be tabled to the next executive meeting, until we find out what are current balance is. It was also mentioned that volunteers should receive retroactive payment once the decision has been made to increase the gas allowance.

Patrol Supervisors:

Fermie asked if Patrol Supervisors need to be enhanced so that they can have access to the code to the Station to come early and set things up for the shift. Jim and Darren suggested that Primary Base Operators are already enhanced so they could be in charge of opening and closing the station. Then an issue was brought up that since base operators would outnumber patrol supervisors, there would be too many people with the code to the station. It was decided that this issue would be tabled to the next executive meeting and that it would be discussed by the coordinators.

Erik expressed the need for feedback on counterattacks from the RCMP members. Darren will contact Cst. Kwast about this. Erik also mentioned that volunteers have not been bringing their notebooks to patrol nights and have not been using them effectively. He also stated that the notebooks seem to be disappearing out of our filing cabinet. Darren suggested they be put in the locked cabinet and that the position of the key needs to be changed. Darren will also ask Cst. Kwast for more notebooks. Erik also mentioned that items are still going missing from the patrol bags and that patrol supervisors need to do a thorough job of checking the bags at the end of the night. Erik will also update the equipment check list.

7. Unfinished Business: none

8. New Business: Veena expressed that if anyone has an issue with her or anyone else in the program for that matter, that they should discuss it openly and not keep it under wraps. She also felt that the Christmas party give-aways need to be more fairly distributed in the future. It was suggested that in the next newsletter, the gift suppliers (Steve Hall, Kjeld Christensen, and Kay Wilen be recognized for their hard work). Veena also suggested holding fun events for the volunteers, for example taking advantage of left-over seating at the Gateway Theatre. It was also noted that we have not done a raffle in a while and that one should be done at the next Quarterly Meeting.

It was decided that the next Quarterly Meeting will be held on Wednesday, February 23, 2005, at 19:00 hours (City Hall, room M.1.003)

Veena reported that Darshan Chahal is available for administration work only because of his work schedule. It was decided to tell him that we do not have anything available at the present time and that he will remain on a LOA until he can commit to his regular patrol hours.

Darren stated that another Crime Watch Newsletter should be sent out in early February and that all submissions must be received ASAP.

9. Date/Time of Next Meeting: Tuesday, February 8, 2005 at 19:00 hours (City Hall room M.1.003).

10. Adjournment: Steve made the motion to adjourn the meeting at 22:22 hours, seconded by Erik, all in favour.

*minutes recorded by Darren Gallvitz