

## **MEETING MINUTES**

Public Safety Committee (PSC) Meeting  
Date: Wednesday, January 3, 2018  
Meeting Time: 2:00 p.m.  
Location: 9119 Dean Ridings Ln., Spotsylvania, VA. 22553

**Attendance:** Mark Taylor, County Administrator  
Jay Cullinan, Fire Chief, Spotsylvania Co. Fire and Rescue  
Jane Reeve, Director of Information Services  
Becky Skebo, 911 Communications Manager, Spotsylvania Co. Sheriff's Office  
Ernest Bartosh, Citizen Representative (Vice Chairperson)

**Others Present:** Troy Skebo, Major, Spotsylvania Co. Sheriff's Office  
Ashley Bouchard, Accreditation Manager, Spotsylvania Co. Sheriff's Office

**Absent:** Roger Harris, Sheriff, Spotsylvania Co. Sheriff's Office  
Matt Embrey, Emergency Management Coordinator, Spotsylvania Co. Fire and Rescue  
Timothy McLaughlin, Board of Supervisors, Chancellor District

### **Changes to Board Members:**

Mr. Greg Cebula will no longer act in a Chairman or Supervisor capacity but may attend future meetings as a citizen. Mr. Cebula did stop by and inform the secretary of his status prior to the start of this meeting and reviewed the meeting minutes from the previous session as he was an active participant. After revision of the minutes, Mr. Cebula gave his approval verbally; however the minutes still had to be approved by current committee members. Additionally, he was given a copy of today's meeting agenda upon his request.

### **CALL TO ORDER**

Mr. Bartosh called the Public Safety Committee (PSC) Meeting to order at approximately 2:01 P.M. This was seconded by board member Mrs. Jane Reeve, and the motion was approved unanimously by all committee members present.

### **PUBLIC COMMENTS**

There were no public comments made before the PSC.

### **PRESENTATIONS**

There were no presentations presented before the PSC.

### **APPROVAL OF MINUTES**

A motion for approval of the previous meeting minutes from October 4, 2017 (as presented) was made by member Mrs. Jane Reeve, seconded by Mr. Bartosh, and carried unanimously, by all committee members present.

### **UNFINISHED BUSINESS**

1. **IT Public Safety Projects Status Reports** – Presented by Mrs. Jane Reeve and Mrs. Bobbi Magee. Mrs. Magee informed the committee that they had six (6) vendors respond to their RSVP, and through voting/scoring from their nine (9) member committee, those six (6) vendors were reduced to two (2) vendors. Mrs. Magee advised the PSC that following site visits, procurement anticipates that the new Computer Aided Dispatch (CAD) System will occur this spring. Additionally, Mrs. Magee provided updates in various topics to include: upcoming initiatives on Image Trend for the Spotsylvania County Fire Department, the replacement of the body cam systems utilized by the Spotsylvania County Sheriff's Office, and the 911 systems upgrade being completed.
2. **FREM Strategic Plan** – Presented by Mr. Jay Cullinan. Chief Cullinan informed the PSC that a new strategic plan was passed out to all members present. He also advised the PSC that this is a shorter-term strategic plan (a 4-5 year plan) that will get all parties on a cycle of planning that will start over in a few years and progress to be a more in-depth plan. He also advised the PSC that this is the first formal plan that has been put in place and that the plan will soon go live on the website after an Executive Summary is put together. Chief Cullinan also informed the committee that he would like the PSC to endorse the plan in order to present this strategic plan and Executive Summary before the Board of Supervisors. A motion to endorse the proposed FREM strategic plan was made by Major Troy Skebo, seconded by Mrs. Reeve, and third by Mr. Bartosh with the comment of the Executive Summary being completed and reviewed by the PSC. This topic was then voted and approved unanimously by all committee members present.
3. **FREM Staffing Plan** – Presented by Mr. Jay Cullinan. Chief Cullinan presented to the PSC a short term discussion of looking at ways to expand the Advanced Life Support (ALS) coverage, and fire/rescue stations that do not have coverage 24/7 (specifically fire/rescue stations 1, 4, and 8). He advised the PSC that he was looking at ways to expand the coverage utilizing the existing staffing during the week and addressing the weekends at a later time. He advised that he came up with a plan to cover a 24/7 aspect in addition to combining the thirteen (13) hour shift coverage. Additionally, he advised that he was looking at base level staffing with career staff and ensure ALS staff at every station as to not pull ALS members from other stations within the county. Chief Cullinan informed the PSC that he is trying to have all stations be 24/7 over the next couple of years. Chief Cullinan went over the handout passed to the PSC, discussing it in detail to include costs and goals in order to make this possible. Chief Cullinan finished his presentation and requested before the PSC that he would like to have their formal endorsement prior to presenting this before the Board of Supervisors. A motion to endorse Chief Cullinan's 24/7 ALS staffing was made by Mrs. Becky Skebo, seconded by Mr. Bartosh, and voted unanimously by all committee members present.

## **NEW BUSINESS**

1. **Election of Chairperson and/or Vice Chairperson** – Headed by Mr. Bartosh. Mr. Bartosh was currently acting as a de-facto Chairperson. Major Skebo spoke up at this time and requested that the PSC wait until the next meeting to see who the County Board of Supervisors selects to represent them on the public Safety Committee, A motion was made by Mrs. Reeve to have this topic of conversation tabled until the next meeting. It was seconded by Major Skebo and Mr. Bartosh, and voted unanimously by all members present.
2. **Welcome to new Board of Supervisors (BOS) Member** – Due to the previous topic being tabled and voted upon, this topic was also tabled until the next PSC meeting as well.
3. **Charge of Public Safety Committee (PSC)** – Mr. Mark Taylor spoke up this topic and advised the PSC, there is no specific charge on the board.
4. **Radio Review Sub-Committee** – Presented by Mrs. Jane Reeve. Mrs. Reeve advised she met with Fire, Rescue, and Emergency Management (FREM) a month and a half ago and became aware of some issues. Mrs. Reeve advised she would like to have the PSC get a regular report on radio system/issues and their resolutions, and other items of interest. Mrs. Reeve then opened this as a topic of conversation before the board members. Mr. Bartosh advised that the PSC's charter does not empower the PSC to appoint sub-committees, and noted such reporting could be done departmentally without having a formal subcommittee reporting to the PSC. After this discussion, Mrs. Reeve asked for a consensus of the PSC to have meetings once a month for radio updates. –Mrs. Reeve's request was agreed upon by all members present.

## INDIVIDUAL REPORTS

**1. Mr. Matt Embrey, Emergency Management Coordinator:**

Member was not present. There was nothing to report and/or discuss.

**2. Mr. Jay Cullinan, Fire Chief, Spotsylvania Co. Fire and Rescue:**

Chief Cullinan reported on the following:

- New Recruitment/ Retention Coordinator – Sophia Jablonski
- Email from Chief Embrey to various department heads on EOP revisions
- Kick-off Meeting January 11, 2018
- ALS Graduation Ceremony January 5, 2018
- Recruit Academy Graduation February 9, 2018
- Apparatus Orders
- Fire Fatalities – 2017 was the first year since 2012 without one
- Fire and EMS Incident Volume Increasing

**3. Mrs. Jane Reeve, Director of Information Services (IS):**

Mrs. Jane Reeve reported on the following:

- First Net Status Update

**4. Mr. Timothy McLaughlin, Board of Supervisors, Chancellor District:**

Member was not present. There was nothing to report and/or discuss.

**5. Mr. Ernest Bartosh, Citizen Representative:**

Mr. Ernest Bartosh reported on the following:

- Request to start PSC with a pledge
- Annual Economic Interest Statements Deadline January 15, 2018

The suggestion of starting the PSC Meetings with a pledge was discussed and agreed upon unanimously by all committee members present.

**6. Mr. Mark Taylor, County Administrator:**

Mr. Mark Taylor reported on the following:

- Budget Proposal for FY2019
- Priorities to be set by the BOS
- Implementation of Pay Plan Results
- Initiative of Providing Better Services through the County
- Enhancing Connections of Public Safety

**7. Mr. Roger Harris, Sheriff, Spotsylvania Co. Sheriff's Office:**

Member was not present however, Mr. Troy Skebo acted in as a representative on his behalf.

Major Skebo reported on the following:

- Virginia State Police (VSP) pulling out of county roads; VSP strictly working HOV Lanes
- Committee Meeting for Lake Anna Rescue Group January 17, 2018
- Training for Lake Anna Rescue Committee and participating agencies April 25, 2018
- ICS Training
- Graduation of Recruits on November 11, 2017 – Recruits now in Field Training Status
- Public Training Center/Academy; Strategic Plan; RRCJA

**8. Becky Skebo, 911 Communications Manager:**

Mrs. Becky Skebo advised she had nothing to report/discuss.

## ADJOURNMENT

There being no further business to discuss, Mr. Bartosh made a motion, seconded by Mrs. Becky Skebo and carried unanimously to adjourn the meeting at 3:01 P.M. The next Public Safety Committee meeting will be held on Wednesday, April 4, 2018 at 2:00 P.M. in the Community Room in the Public Safety Building (9119 Dean Ridings Lane., Spotsylvania, VA. 22553).