

## MEETING MINUTES

Public Safety Committee (PSC) Meeting  
Wednesday, June 28, 2017  
2:00 p.m.

Attendance: Greg Cebula, Board of Supervisors, Berkeley District (Chairperson)  
Mark Taylor, County Administrator  
Jay Cullinan, Fire Chief  
Roger Harris, Sheriff  
Matt Embrey, Emergency Management Coordinator  
Jane Reeve, Director of Information Services  
Becky Skebo, 911 Communications Manager  
Ernest Bartosh, Citizen Representative (Vice Chairperson)

Others Present: Teresa Switala, Administrative Assistant to the Fire Chief

Absent: Timothy McLaughlin, Board of Supervisors, Chancellor District

### CALL TO ORDER

Mr. Cebula called the meeting to order at 2:06 PM.

### PUBLIC COMMENTS

Mary Lou Collier commented on the recent tribute to fallen US Navy Gunner Mate Dakota Rigsby by FREM. She concluded by saying that she was pleased to see the increase of Sheriff's Office motorcycle units on the roadways, specifically during funeral processions.

### PRESENTATIONS

There were no presentations at this time.

### APPROVAL OF MINUTES

Chief Cullinan made a motion, seconded by Sheriff Harris and carried unanimously, to approve the Minutes of the April 5, 2017 Public Safety Committee meeting as presented.

### UNFINISHED BUSINESS

#### 1. Information Services (IS) Public Safety Projects Status Report:

Mrs. Reeve reported on the following:

- Radios: review status of audio issues and reprogramming with the Sheriff's Office and FREM units;
- Computer Aided Dispatch (CAD): IS is in the process of developing a Request for Proposal (RFP);
- Tone Alert System: work continues to replace the current system with a digital alerting system; and utilizing a cooperative contract between the County and Unified Digital;
- Circuit Court Security Cameras: this project has been completed;
- NG911; and
- 911 Telephone System: mandatory updates taking place soon.

Mr. Cebula inquired as to what is being gained by the 911 telephone system upgrade. Mrs. Reeve explained that the upgrades include: technology, security, and NG911 capabilities.

Mr. Bartosh also inquired about security related to cyber-attacks, protocols, and safety measures. Mrs. Reeve responded that IS has "healthy cyber security strategies; and audits are performed on a regular basis by the Federal Bureau of Investigations and the Virginia State Police". She noted that the Board of Supervisors recently approved IS to hire a Security Officer.

2. FirstNet Update:

Mrs. Reeve provided an update on FirstNet, including: AT&T awarded the contract; utilization of current infrastructure to offer priority service; challenges with existing infrastructure; reviewing the portal; sharing bands with federal and state employees; and FirstNet is a National/Federal program.

Mr. Cebula inquired if there were any effects of being a Verizon customer, such as himself. Mrs. Reeve stated that there may be some functionality issues and noted that Verizon customers will not have full advantage of the system. She indicated that the State has put out an RFP for all other service providers to propose an alternative solution.

A brief discussion ensued concerning: AT&T reviewing additional towers; requirements; hardening of the AT&T sites being included in the requirements; weather events; active contract negotiations; and allowing entities on vertical structure.

Mrs. Reeve stated that the County is not required to participate in FirstNet, nor is it intended to replace radios.

3. Future Facility Needs:

Mr. Bartosh referenced previous discussions related to joining facilities for Public Safety. He inquired if any additional discussions have taken place.

Chief Cullinan reported that there have not been any recent discussions. He stated that FREM is planning to build a classroom and a logistics facility at the Rappahannock Regional Training Center (RRTC). He noted that there are options for working together in the future to develop some joint facilities, but the facility being planned at the RRTC has specific uses designed to support the current functions at the RRTC.

Mr. Bartosh inquired as to who owns the land where the Training Center is located. Chief Cullinan explained that the Training Center is regionally owned and that the maintenance is funded by all localities annually.

A brief discussion ensued concerning Sheriff's Office substations (the possibility of using fire stations); multi-use buildings to service the public; future planning; convenient services; and credit card payments/ transaction fees.

4. Lake Anna Buoys:

Mr. Cebula reported that the Virginia Department of Game and Inland Fisheries has approved the installation of four buoys in the Lake Anna "wake boarding corridor".

He stated that the buoys will be marked "no wake surfing in the alley". He noted that the homeowners association will have to purchase the buoys which cost approximately \$3,000.

He advised that the issue for boats to maintain a certain distance from piers has not been resolved and noted that the matter is being reviewed.

He reported that another request was received to purchase buoys for one or two cove areas for the same purpose of no wake surfing.

Mr. Cebula informed the Committee that the federal law requires children under the age of 13 to wear a life safety vest; however, the state law does not require it. He advised that this is a jurisdictional matter that he is assisting to address.

## **NEW BUSINESS**

1. Training Facility in Berkeley District/Crucible Rezoning Request:

Mr. Bartosh reported that he received a letter requesting him to "vote no" on the Team-Crucible Rezoning Request. He inquired whether he needed to respond since he was a member of the Public Safety Committee.

Mr. Taylor stated this matter has not yet been referred to the Planning Commission, no specific actions are needed, and to give the correspondence to the County Attorney's Office.

2. Input for Strategic Plan:

Mr. Cebula referenced previous discussions regarding the establishment of a Public Safety Strategic Plan. He suggested holding off on this project until the Board of Supervisors' (BOS) strategic plan format is available.

The group agreed to wait on the Board's plan to be distributed before proceeding.

Mrs. Reeve stated that IS has also developed a County technology strategic plan.

Chief Cullinan commented that he noticed the Board's plan did not include a public safety category. He noted that he can assist with the service levels and with what FREM should be pursuing; however, he will need direction from the Supervisors as to what they would like to see in FREM's component.

3. Development of a 5-year FREM Staffing Plan:

Chief Cullinan reported that as part of a departmental strategic plan, he is working on a staffing plan. He stated that he has been monitoring the staffing levels for several years and that the dynamic needs to be changed to help sustain the volunteers.

He reported on the following: coverage challenges; personnel getting burned out; losing senior providers; proposing to move to a base level of career staffing in all stations over a period of time; service levels; meeting the needs of what is best for the community; fiscal responsibilities; implementing the plan over a several year span; and to primarily provide volunteers an opportunity to serve the community and to open a career path.

Mr. Bartosh inquired if the volunteer agencies would be included in the planning. Chief Cullinan indicated that the volunteer agency chiefs would be included as the plan is developed.

Mr. Bartosh also inquired if the plan would help control overtime costs. Chief Cullinan indicated that it would.

Mrs. Reeve stated that volunteers are considered FREM; however, from a County policy view, she is not in the position to allow access to certain IS related systems as it breaches security. She requested that Chief Cullinan include this in his staffing presentation and to address it as a County issue.

Mr. Cebula referenced an article that he recently read related to the projection of growth in the area. He stated that the County needs to be prepared for it.

Sheriff Harris stated that he recently met with Chief Cullinan and Mrs. Skebo regarding 911 Communications Center/Dispatcher matters and stressed the need to hire more staff for the Communications Center. He stated, "supervisors can't supervise, if they are working the consoles themselves." He explained the importance of the positions and how they affect public safety and the service to the citizens.

Mrs. Reeve agreed with Sheriff Harris. She stated that the County has advanced technology to use, but not enough staff to implement all of it. She also noted the recently approved IS positions, specifically to assist Public Safety.

Mr. Bartosh inquired about the Planning Commission's input related to staffing. Sheriff Harris stated that he and Chief Cullinan are aware of their departmental needs and can work much faster on requesting the resources themselves as opposed to waiting for the Planning Commission.

A brief discussion ensued concerning: the Planning Commission; dispatchers; the time it takes to train dispatchers; and retention of dispatchers (leaving after being trained).

Chief Cullinan reported that the Board of Supervisors approved for FREM to hire six additional people in FY18 which will add to the 3<sup>rd</sup> shift at Company 5. He noted that this will hopefully allow Chancellor Volunteer Fire and Rescue (CVFR) to recover and to eliminate the burden of focusing on the weekends. He concluded by stating that even if CVFR cannot provide a full crew, they can ride with the career staff and train together.

## **INDIVIDUAL REPORTS**

1. Matt Embrey, Emergency Management Coordinator:

Chief Embrey reported on the following: Local Emergency Management Planning; VOPEX grant funds; Hazardous Materials Regional Mitigation Plan; Emergency Operations Plan (approved); Stars and Stripes Spectacular; Virginia Youth Soccer event (7/4 at the Spotsylvania Sportsplex); Spotsy Alert; and Crisis Track (a disaster app through Virginia Department of Emergency Management).

2. Jay Cullinan, Fire Chief:

Chief Cullinan reported on the following:

- Three FREM personnel recently graduated from the Virginia Fire Officer Academy.
- One SVFD volunteer chief officer recently graduated from the Virginia Chief Officer Academy.
- The Knights of Columbus, through St. Jude Parish of Massaponax, named Firefighter/Medic Nancy Hughes, FREM, 2016-17 Fire-Rescue Responder of the Year.
- Community Cardio Pulmonary Resuscitation (CPR) classes have been successful.
- Newly released Advanced Life Support (ALS) providers (multiple).

Chief Cullinan concluded by saying that FREM has received many positive comments and words of thanks for the tribute to fallen US Navy Gunner Mate Dakota Rigsby. "It was an honor to pay respects to the fallen and to impact so many lives was an honor as well."

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

Mrs. Reeve had no additional information to report.

4. Mr. McLaughlin, Board of Supervisors, Chancellor District:  
Mr. McLaughlin was absent.
5. Greg Cebula, Board of Supervisors, Berkeley District:  
Mr. Cebula had no additional information to report.
6. Mr. Bartosh, Citizen Representative:  
Mr. Bartosh had no additional information to report.
7. Mr. Taylor:  
Mr. Taylor had no additional information to report.
8. Sheriff:  
Sheriff Harris reported that the Sheriff's Office has purchased a new rescue-type patrol boat. He noted that it is designed for patrol operations and will be stored at a local marina. He commented on the recent Lake Anna State Park closings due to capacity and that it was a concern to him for safety reasons.  
  
Sheriff Harris thanked the Supervisors for recently transitioning to NOVAtime (electronic time sheets). He noted that the change has been a "good morale booster".  
  
Mrs. Reeve gave kudos to Christine Minter and John Wood for their hard work during the NOVAtime transition project.  
  
Sheriff Harris also thanked Chief Cullinan for allowing Division Chief Embrey to attend the Sheriff's Office Command Staff meetings.
9. Becky Skebo, 911 Communications Manager:  
Mrs. Skebo reported on upcoming 911 telephone upgrades (cutover 8/9 projected date) and on the CAD update beginning the week of July 17<sup>th</sup>.

#### **ADJOURNMENT**

There being no further business to discuss, Chief Embrey made a motion, seconded by Sheriff Harris, and carried unanimously to adjourn the meeting at 3:30 p.m. The next Public Safety Committee meeting will be held on Wednesday, October 4, 2017 at 2:00 p.m. in the Community Room in the Public Safety Building, 9119 Dean Ridings Lane.