

MEETING MINUTES

Public Safety Committee (PSC) Meeting
Wednesday, October 4 2017
2:00 p.m.

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

Others Present: Troy Skebo, Major, Sheriff's Office
Teresa Switala, Administrative Assistant to the Fire Chief

Absent: Roger Harris, Sheriff
Timothy McLaughlin, Board of Supervisors, Chancellor District

CALL TO ORDER

Mr. Cebula called the meeting to order at 2:02 PM.

He introduced Ms. Bobbie Magee, Public Safety Project Manager, Information Services, who was in the audience.

PUBLIC COMMENTS

Mary Lou Collier stated that she has seen the Fire Prevention Week signs and that it was a positive message to include "Sparky" for children.

She stated that she recently saw on the news that Loudon County was experiencing issues with 911 communications. She commented that she didn't know if Spotsylvania utilized the same vendor system.

She concluded by commenting on the recent Las Vegas incident. She noted that some of the EMS personnel did not have the same safety equipment as police officers. She felt this matter should be addressed locally, so that all responders could be equally protected should they ever need to be.

PRESENTATIONS

There were no presentations at this time.

APPROVAL OF MINUTES

Mrs. Reeve made a motion, seconded by Mr. Bartosh and carried unanimously, to approve the Minutes of the June 28, 2017 Public Safety Committee meeting as presented.

UNFINISHED BUSINESS

1. Information Services (IS) Public Safety Projects Status Report:
Mrs. Reeve reported on the following: radio system (still in clean-up mode); removing equipment from towers to finalize radio matters; digital alert system (to replace tone alert system); and Image Trend.

Mrs. Reeve also reported that Ms. Magee has been working on the Request for Proposals (RFP)

process to replace the Records Management System and Computer Aided Dispatch.

NEW BUSINESS

1. Election of Chairperson and Vice Chairperson:

Mr. Cebula opened the floor to receive nominations for a Committee Chairperson. Chief Cullinan nominated Mr. Cebula and Mr. Taylor seconded the nomination. There being no other nominations for Chairperson, nominations were closed. The vote to elect Mr. Cebula to serve as Chairperson was unanimous (8-0).

Mr. Cebula opened the floor to receive nominations for Vice Chairperson. Mr. Cebula nominated Mr. Bartosh and Major Skebo seconded. There being no other nominations for Vice Chairperson, nominations were closed. The vote to elect Mr. Bartosh to serve as Vice Chairperson was unanimous (8-0).

2. Appointment of Secretary to PSC:

Mr. Cebula opened the floor to receive nominations for Secretary. Major Skebo nominated Jenni Mastin and Chief Embrey seconded. There being no other nominations for Secretary, nominations were closed. The vote to elect Jenni Mastin to serve as Secretary was unanimous (8-0).

Mr. Cebula and Major Skebo shared their appreciation for Ms. Switala serving as Secretary to the Public Safety Committee since its inception four (4) years ago and thanked her for her dedicated years of service.

3. FREM Strategic Plan:

Chief Cullinan provided an update on FREM's draft Strategic Plan. He noted that this project should be complete by the end of November.

4. FREM Staffing Plan:

Chief Cullinan reported on FREM's staffing plan, including: the next 3-5 years of planning; reviewing anticipated costs; and planning for future Station 12.

Ms. Reeve inquired about the location of Station 12. Chief Cullinan replied that a site has not yet been identified.

5. Terms of PSC Members:

Mr. Bartosh stated that the way the Charter is set-up currently, the terms of PSC members impacts his citizen representative position and the two member positions of the Board of Supervisors.

Mr. Cebula stated that his position will become null should he not win the upcoming election.

A brief discussion ensued concerning the PSC charter; consistency of positions; and reappointments.

Mr. Taylor stated that he will review the Bylaws. He noted that changes would require approval from the Board of Supervisors.

6. Charge of PSC:

Mr. Bartosh inquired if the PSC's goals were the same as the former Fire and EMS Commission, to "increase communications".

Mr. Cebula stated that he will review the Bylaws and will readdress this matter at the next PSC meeting. He noted that he provides PSC meeting summaries to the Board of Supervisors, so that matters are being communicated.

7. Lake Anna Activities:

Mr. Cebula reported on the following:

- Lake Anna Public Safety Committee (reviewed communications between the agencies);
- Law Enforcement patrol of the lake (increase of); and
- Installation of Buoys: buoys have been installed in an area to prevent wake boarding, accidents, and erosion.

8. Reschedule July 2018 PSC Meeting:

Chief Embrey made a motion, seconded by Mr. Cebula and carried unanimously, to change the July 4, 2018 Public Safety Committee Meeting to July 11, 2018.

INDIVIDUAL REPORTS

1. Matt Embrey, Emergency Management Coordinator:

Chief Embrey reported on the following:

- George Washington Regional Commission (GWRC) Mitigation Plan: revised draft plan was approved by Federal Emergency Management Agency (FEMA) with slight modifications to go to the Board of Supervisors October 10, 2017 meeting for approval.
- Crisis Track (Damage Assessment Software): working through the process to use the free portion of service and reviewing additional opportunities.
- Spotsy Alert: the transition from Spotsy Alert to Everbridge that began in July has been completed. Chief Embrey will have Michelle McGinnis distribute additional notices related to this matter.
- Emergency Managers Group: a hand radio drill is scheduled for October 18th. The purpose of this drill is to improve communications and exercise the capabilities to communicate from one Emergency Operations Center to another.

Mr. Bartosh inquired if any additional Virginia Railway Express (VRE) drills are scheduled for this year. Chief Embrey replied not at this time.

2. Jay Cullinan, Fire Chief:

Chief Cullinan reported on the following:

- National Fire Prevention Week: begins the week of October 8th. Chief Cullinan distributed related material (Home Fire Escape Plan) and spoke about upcoming fire prevention events.
- Recruit Academy 19: is going well. The recruits are taking their EMT practical test on October 5th.
- Plymovent Project (Diesel Exhaust Removal System): the system has been installed at Stations 7, 8, 9, and 3. Once the remaining grant stations have been completed, installation will begin at all other stations.
- Station Alerting System Update: Greg Hoskins, IS, is reviewing specific costs.

Mr. Bartosh suggested sharing Home Fire Escape Plan information with the schools to help educate students.

Major Skebo reported that both the Sheriff's Office and FREM recently received awards from the Chamber of Commerce.

Mr. Cebula commented on the number of structure fire text alerts that he has been receiving and inquired if the number of fires has increased.

Chief Cullinan replied that they have increased, but not drastically. He noted that it may be partly due to the age of structures and the population.

Mr. Cebula also commented on not receiving updated text messages once the scene has been cleared from an incident. Chief Cullinan explained that the communications officers are significantly over tasked and that they don't always have the time to send a follow up text.

Mr. Cebula inquired if the pet stickers that go on house windows in the event of a fire were still available.

Chief Cullinan explained that those stickers were sometimes never removed and that a thorough search would be conducted whether a sticker is on a window or not.

Mr. Bartosh inquired about the rescheduled graduation date for the EMT-I program students. Chief Cullinan replied that it would most likely be rescheduled for November and that it would be combined with a promotional ceremony.

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

Mrs. Reeve reported on First Net, including: now technically available through AT&T; the program has not been completely flushed out; creates separate billing through FirstNet; there is no rush for the entire County to go to the network; there is no gain to move forward with it and no loss to delay it; FREM is moving forward with accounts and then the Sheriff's Office is to follow; it still needs to be determined how to operate internally; expanding the coverage and frequency; iPhones will probably not be available until next summer; and public safety responders have priority for incident command.

Mrs. Reeve also reported on her Department's Steering Committee that was recently approved by the Board of Supervisors. She proposed for a Public Safety Committee member to serve as a representative on the steering committee.

Chief Cullinan stated that with IS's complexity, that it would be beneficial to have a separate representative from both FREM and the Sheriff's Office.

Major Skebo made a motion to have a representative from both FREM and the Sheriff's Office on IS's Steering Committee and Chief Cullinan seconded the motion. The vote was unanimous (8-0).

Mr. Cebula inquired about the number of representatives on the committee. Mrs. Reeve replied that it was approximately seven (7) individuals, including someone from: County Administration; Finance; Information Services; Utilities; FREM; and the Sheriff's Office. She noted these positions could rotate throughout the year.

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 stated that FREM's strategic plan looked good.

7. Mr. Taylor:

Mr. Taylor had nothing to report.

8. Major Skebo:
Major Skebo had nothing to report.

9. Becky Skebo, 911 Communications Manager:
Mrs. Skebo reported that the 911 Communications Center telephone upgrade was completed on August 23rd.
She concluded by stating that it is being reviewed to implement "text to 911" in the future.

ADJOURNMENT

There being no further business to discuss, Mr. Cebula made a motion, seconded by Mr. Bartosh and carried unanimously to adjourn the meeting at 3:30 p.m. The next Public Safety Committee meeting will be held on Wednesday, January 3, 2018 at 2:00 p.m. in the Community Room in the Public Safety Building, 9119 Dean Ridings Lane.