

MEETING MINUTES

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

Attendance: Greg Cebula, Board of Supervisors, Berkeley District (Chairperson)
Timothy McLaughlin, Board of Supervisors, Chancellor District
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: Carter Wells, Major, Sheriff's Office
Troy Skebo, Major, Sheriff's Office
Jessica DesNoyer, Assistant County Attorney
Teresa Switala, Administrative Assistant to the Fire Chief

CALL TO ORDER

Mr. Cebula called the meeting to order at 2:00 PM.

PUBLIC COMMENTS

Mary Lou Collier commended the Sheriff's Office on their recent holiday events to sponsor less fortunate children and on the "Coffee with the Sheriff" events.

She concluded by stating she recently observed an ambulance utilizing sirens with no flashing lights. Chief Cullinan advised that this matter was already addressed.

APPROVAL OF MINUTES

Chief Embrey made a motion, seconded by Sheriff Harris and carried unanimously, to approve the Minutes of the October 5, 2016 Public Safety Committee meeting as presented.

UNFINISHED BUSINESS

1. Public Safety Technology Update:
Mrs. Reeve distributed an updated FY17 report, including: Operational Technology Statistics; Operational Technology Projects; Capital Improvement Projects (CIP) Technology Projects and Time Line; CIP Project Descriptions for Public Safety, Financial Systems and other projects; major Public Safety projects; and other Information Services (IS) projects that were completed.
2. Radio Project Update:
Mrs. Reeve reported that the new radio system went live on November 13th. She stated that in addition to some audio issues, there were also concerns with radio interference from an unknown source and the Federal Communications Commission is investigating the matter.
3. Computer-Aided Dispatch (CAD) Project Update:
Mrs. Reeve reported that the Computer-Aided Dispatch (CAD) project kicked-off the week

of January 2, 2017.

4. Tone Paging/Digital Alert System:

Mrs. Reeve reported that the Tone Paging/Digital Alert System project will kick-off at the end of January, 2017.

5. Body Cameras:

Major Carter Wells reported that he is working with Information Services (IS) on the Sheriff's Office Body Camera project. He noted that funding and storage for the data is being reviewed.

Discussion ensued concerning hard drive and cloud storage; private clouds; the need for the Commonwealth Attorney to view files; increased IS support; filing the data; transfer of the data; and Freedom of Information Act (FOIA) requests.

Mrs. Reeve stated that there are other ways of transferring information than DVDs and the cloud is the most efficient way to manage disc space.

6. Upgrades to Old Court Complex:

Major Skebo distributed a report on the needed repairs of the old court complex. He stressed the importance of the repairs as they affect the safety of all who conduct business in the building.

The report noted major concerns and upgrades needed, including: security concerns with not having working cameras (dead spaces, elevators, etc.); not in compliance with housing juveniles; wired cell doors verses the ones with skeleton keys; etc.

Major Skebo advised that the repairs will cost an estimated \$725,000.

Mr. Cebula inquired if the repair project could be phased in. Both Mrs. Reeve and Mr. Skebo explained that it is not a phase-in project.

Mr. Bartosh inquired about the life cycle of the current equipment in the complex. Mrs. Reeve advised 10-15 years.

Discussion ensued concerning controlling each Courthouse from the same locations.

NEW BUSINESS

1. FY18 IT Budget Submission and Recommendations:

Mrs. Reeve distributed an overview of the proposed Information Services FY18 budget concerning New Initiatives, including: the need for an Information Security Officer; Public Safety Project Manager; and a Public Safety GIS Technician.

2. Lake Anna (Department of Game and Inland Fisheries) Update:

Ms. DesNoyer provided an update concerning the County's application to the Department of Game and Inland Fisheries regarding the distance from the shoreline of Lake Anna. She noted that stakeholder meetings are being scheduled and that this matter "will be a long process."

3. PSC Strategic Plan:

Mr. Bartosh referenced previous discussions on initiating a Public Safety Strategic Plan. He inquired if the group would be interested in having an intern from the University of Mary Washington to facilitate the strategic planning.

The group was in support of Mr. Bartosh's suggestion of an intern.

Chief Cullinan stated that the Public Safety Strategic Plan could be incorporated into the County's Comprehensive Plan.

Discussion ensued concerning long-term planning; potential continuation process for interns (semester-to-semester); future Sheriff's Office substations; growth; technology; 5-10 year plans; and annexes for individual departments.

4. Regional Academy:

Sheriff Harris reported that the Sheriff's Office is looking to establish a Spotsylvania Police Academy. He noted that "this would be a long term project" and that he "would like to eventually bring into fruition."

5. Animal Shelter:

Sheriff Harris reported that this item will continue to be discussed with stakeholders regarding the cost and future of this building.

6. Career Development Program:

Sheriff Harris reported that Major Wells continues to work on the Career Development Program.

7. Items Needed by Sheriff's Office:

Sheriff Harris stated that he sees the PSC as a focus group and that when his Department has needs, he cannot wait to address them quarterly (when the PSC meets).

He concluded by stating that he feels the County now has "Public Safety" verses Sheriff and Fire being separate when there are specific needs.

INDIVIDUAL REPORTS

1. Matt Embrey, Emergency Management Coordinator:

Chief Embrey reported on 2016 Emergency Management events, including: Winter Storm Jonas; completion of North Anna's Medical and EOC drills that were graded by FEMA; transition of Cooper Notification to Everbridge (mass notification system); the purchase of an evacuee trailer through a Grant; the opening of Dominion Raceway opened; Mass Casualty Incident Drill with Virginia Railway Express (VRE) and CSX Railway; Threat and Hazard Identification and Risk Assessment (THIRA); etc.

Chief Embrey also reported on 2017 items, including: purchasing a climate-controlled deployable shelter; updating the County's Emergency Operations Plan (including the Continuity of Operations Plan); the planning process for a back-up Emergency Operations Center (EOC); moving forward with National Weather Service notifications; training with Virginia Department of Emergency Management (VDEM) related to "recovery from incidents"; and Freedom of Information Act (FOIA) reports for environmental purposes and complaints (fuel spills, explosive devices, etc.).

Major Skebo commented on the 2016 Winter Storm damage to the Public Safety Building. Chief Embrey replied that General Services is aware. Major Skebo advised that he would be following-up with the County regarding this matter.

Mr. Bartosh inquired about a "refresher drill" for EOC participants to include citizens. Chief Embrey stated that the EOC is exercised; however, it is not used for specific planning of weather nor are citizens used in the training and operations of the EOC.

A brief discussion ensued concerning short-term back up options to the EOC and Dispatch staff should the need ever arise. Mrs. Skebo indicated that her staff would need a back-up location that had a full console versus the Sheriff's Office command bus.

2. Jay Cullinan, Fire Chief:

Chief Cullinan reported on FREM's 2016 accomplishments, including: new apparatus; new Station 11; replacement of Station 5; grant assistance to purchase an exhaust extraction system for all stations, Flashover Simulator at the Training Center, a Mayday Training House; and the hiring of a part-time Fire Inspector.

Chief Cullinan also reported on 2017 Goals and Needs, including: the first phase of purchasing a second set of turnout gear for firefighters; installation of exhaust extraction systems; organizational needs; elimination of prerequisite training for applicants to help improve and diversify the hiring pool; development of a Departmental Strategic Plan; seeking funding to hire a Public Fire Educator and a EMS Education Coordinator; establishment of a Citizens' Academy; may seek to develop an Auxiliary; the second EMS supervisor is scheduled to begin on January 16, 2017; technology: purchase and installation of digital alerting system; facilities and equipment: future apparatus replacement, design of classroom/logistics center building at the Regional Fire Training Center, expansion of Station 6; land acquisition, design, and construction of Station 12 and 14 and replacement of Station 3; and personnel needs for stations 12 and 14.

Chief Cullinan also provided a comparison report of FREM's CY2014-2016 Responses (increased call volume).

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

Mrs. Reeve reported on the following: the implementation of first due route software for FREM; upgrades to tone paging systems; FBI and VA State Police audits; dual authentication on all mobile devices in the Sheriff's Office; IT Strategic Plan; security upgrades for the new Courthouse; IS staffing; career development plan; security of IS related items; and planning for technology needs for public safety.

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

Mr. McLaughlin had nothing to report.

5. Greg Cebula, Board of Supervisors, Berkeley District:

Mr. Cebula commented on how he would like for the Committee to function to include having summaries after each meeting to present to the BOS.

6. Mr. Bartosh, Citizen Representative:

Mr. Bartosh recommended that the July 5th PSC Meeting be changed to June 28th. Mr. Cebula made a motion to change the date, Mrs. Reeve seconded the vote to change the date of the next Public Safety Committee meeting to June 28, 2017. The motion carried unanimously. (9-0).

Mr. Bartosh commented on the PSC Charter noting that the Secretary to the Committee should be an administrative assistant to the Chairperson. He inquired if Teresa Switala would be replaced. No decision was made.

Mr. Bartosh shared his condolences on the two recent losses to Chancellor Volunteer Fire and Rescue.

Mr. Bartosh inquired about the details of Chief Willaford's retirement events.

Mr. Bartosh concluded by thanking Chief Cullinan for the increased call volume data that he had shared

7. Mr. Taylor:

Mr. Taylor reported that he has been working through the budget process and that he is aware of the challenges. He also commented on the Strategic Plan; funding of projects; the potential for a future public safety classroom space to accommodate the needs of all organizations; and encouraged a future discussion for long term and current needs to accommodate public safety.

8. Sheriff:

Sheriff Harris thanked everyone who helped with the K9 Kennel Project at the Public Safety Building. He noted that the shelter is now enclosed, climate controlled, and has hot and cold water.

Sheriff Harris also publicly thanked Ms. Collier for her continued involvement and support of the County by attending the various meetings and sharing comments.

Sheriff Harris concluded by reporting that the Sheriff's Office is getting ready to start their recruitment campaign. He suggested that the Sheriff's Office and Fire and Rescue could work together to market a Public Safety Recruitment Campaign.

Mrs. Reeve stated that she would like for IS to be included in the mentioned recruitment campaign.

9. Becky Skebo, 911 Communications Manager:

Mrs. Skebo reported on 2016 accomplishments, including: the new radio system; training of personnel on the CAD system before putting them on the floor; implementation of a Training Supervisor position; run cards for Stations 5 and 11; and the future upgrade to the E911 telephone system.

ADJOURNMENT

There being no further business to discuss, Mr. Cebula made a motion, seconded by Sheriff Harris, and carried unanimously to adjourn the meeting at 4:05 p.m. The next Public Safety Committee meeting will be held on Wednesday, April 5, 2017 at 2:00 p.m. in the Community Room in the Public Safety Building, 9119 Dean Ridings Lane.