

**PUBLIC SAFETY REVIEW TEAM MEETING
MINUTES
July 27, 2016
Cumberland County Department of Public Safety**

The Cumberland County Board of Commissioners held a Public Safety Review Team Meeting on Wednesday, July 27, 2016, at 10:00 a.m. at the Department of Public Safety (DPS), Training Room B, 1 Public Safety Drive, Carlisle, PA. **Present:** Commissioners Vince DiFilippo, Jim Hertzler and Gary Eichelberger; Larry Thomas, Chief Clerk; Dana Best, Finance; Mark Adams, IMTO; Liz Bouch, Holly Sherman; Human Resources; Megan Silverstrim, Communications; Bob Shively, John Quirk, Michele Parsons, Brian Hamilton and Claudia Garner, Public Safety.

Bob Shively welcomed everyone to the meeting and thanked them for attending today.

DPS Project Reports & Status Updates:

911 Operational Updates (John Quirk):

- **Staffing and Personnel Updates (John Quirk)** – Of the most recent four new hires, one full-time dispatcher has completed the call taker training and is progressing to police training now. The other new full-time dispatcher has resigned from the position, and the two new part-time dispatchers are progressing well. Will be requesting approval to fill the two open full-time positions to bring us to full staff. We will also be requesting permission to post a testing opportunity to create a new eligibility list.

Technical Systems Updates (Brian Hamilton):

- **Silent Dispatch/xCAD Upgrade** – At no fault of the county, there has been a second delay in the go-live date for the xCAD upgrade, with the new projected go-live date is September 12th, 2016. The Solicitor has reviewed the contract and advised DPS of the options to discontinue the contract. At this point, DPS would like to continue with the vendor and work toward the new go-live date. The DPS project team will continue to work with the vendor to strive in keeping the silent dispatch portion of the project on time and not be delayed as well.
- **New 911 Phone System procurement update** – The formal capital purchase of the phone system upgrade was approved on July 31, 2016. The purchase order has now been issued to CenturyLink and they will proceed with implementation.
- **Radio project update** – The next step in planning for the future radio system is to share the project presentation with the Chiefs of Police and EMS, which is tentatively scheduled for August 9th, 2016. The presentation will be very similar to the one presented at the Municipal Advisory Board. At the same time, the DPS team is preparing a list of objectives and deliverables for professional services to assist throughout the project. That list will be shared with three consulting firms who are subject matter experts in the industry.

Emergency Management Updates (Michele Parsons):

- **Snow Storm Event (Winter Storm Jonas)** – The request for reimbursement documentation was filed on July 8th, 2016 for all of the county departments for a total of \$28,185.29 (CNRC \$16,071.81; Facilities Management \$8,777.70; Prison \$2,669.35; and DPS \$666.44). Additional documentation has been requested by PEMA for review of reimbursement requests.
- **Emergency Services Training Academy (ESTA) Update** – The steering committee group will be traveling to Chester County on August 5th, 2016 at 0700hrs to get some input on how they operate their academy.
- **Upcoming exercises and training dates** - see attached notes for additional details

Finance, Contracts & Grants Management (Claudia Garner):

- **Grants**
 - 2016-2017 Radiation Emergency Response (RER) Grant – DPS is requesting approval to submit for the SFY16-17 RER grant (\$21,489) that provides funding to develop and maintain comprehensive, multi-agency emergency response plans for the pre-defined areas surrounding Three Mile Island nuclear plant. Expenditures contribute to the development & improved emergency support and response capabilities of our EOC.
 - Homeland Security Grant Program/SCTF – Signature page – DPS is requesting approval for participation in the 2016 Homeland Security Grant program agreement which includes all eight counties in the South Central PA Counter Terrorism Task Force. Funds are for the purpose of supporting the identified planning, organization, equipment, maintenance, training & exercise needs for acts of terrorism & other catastrophic events. The SCTF is the sub-recipient, and needs all eight counties to sign the signature page. Dana Best requested the agreement be read closely to ensure Cumberland County does not have responsibility of reporting.
- **Contracts**
 - DPS is asking to renew an existing contract with Carlisle Insurance for the insurance policy that is a secondary supplemental accident & health policy designed for the volunteers that participate in the DPS special teams such as: Technical Rescue Operations Team, Mass Casualty Incident Response Team, and Public Safety Information Team. The renewal is for one year with a premium of \$5,230 (increase of \$176 from year to year).
- **911 Combined Report Review Summary** – The Pennsylvania Emergency Management Agency (PEMA) completed their review of Cumberland County's Combined Report for the August 1, 2015 – December 31, 2016 funding period. All expenditures reported were found to have met the eligibility guidelines with a year-end remaining balance of \$808,981.24. That amount in addition to the other revenues received throughout the year 2015, add up to match the fund balance at year end.
- **Phone Recovery Services Litigation** – There has been nothing additional happen with Cumberland County's case since the hearing on June 3, 2016. DPS is still waiting on a ruling. Some of the neighboring counties have now also filed a Writ of Summons including: Lancaster, Bucks, Clarion, Mercer and Lebanon county.

Good of the group:

- Bob Shively advised the Carlisle Barracks presented DPS with a Certificate of Appreciation in their inaugural 5K run event.
- The next "Wills for Heroes" event has been set for October 29, 2016 in which wills, power of attorney, and living wills are created free of charge for the first responders.
- Burn Bans throughout the county continue to be received with information being shared both on the website and through a social media push.

Respectfully submitted,
Claudia Garner
Cumberland County Department of Public Safety
Finance & Admin Manager

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WINTER STORM JONAS

- Recognitions completed
- County final paperwork submitted 07-08-2016 via Claudia - \$28,185.29
- Several organizations/municipalities have not submitted paperwork
 - Cook Twp
 - Newburg Boro
 - Southampton Twp
 - Holy Spirit Hospital
 - Camp Hill School District
 - East Pennsboro School District
 - West Shore Regional Police
 - West Shore Bureau of Fire

ESTA

- Preparing to take Concept to Commissioners for approval
- Tour of Chester County scheduled for August 5

TRAINING

- Completed and Other Important Dates
 - Jubilee Day, Jun 16
 - Pinnacle Health Severe Weather Functional Exercise, Jun 23
 - SMRA Field Day, Jun 25 – 26
 - Newville Fair, Jul 6 - 9
 - Carlisle Barracks Full Scale Exercise, Jul 7 - 9
 - Food Fun Fireworks, Hampden Twp, Jul 9
 - Dickinson College/Chief Snyder HazMat Drill, Jul 19
- Upcoming Training and Other Important Dates
 - ***New Cumberland River Rescue Carnival, Aug 3 - 6***
 - ***KI distribution, Aug 4***
 - Shippensburg University Integrated Response Exercise, Aug 11 (***will probably be cx'd***)
 - Virtual Table Top Exercise: City w/o Water, Sep 1
 - Wide Vigilance VI Sep 14 - 21
 - Draft Timeline Established –
 - ***EOC participate, September 17, 0900 – 1300, Cumb, Daup, Lanc and York***
 - ***Cumberland now participating in Transcaer in Perry County***
 - ***SWAT in Hershey***
 - ***F-R-HM, moved to 2ND QTR 2017***
 - ***H/H, Sep 13***
 - ***Others cancelled due to regulations for paperwork***
 - TMI Drill (no DPS) Sep 20
 - Transcaer Chlorine Webinar, Sep 22 (Connie/Justin)
 - TMI Drill (no DPS) Oct 11
 - ***G191 – for quarterly EOC training, Oct 13, 0800 – 1600***
 - ***Confirmed with PEMA, July 19***
 - Great Northeast Shakeout, Oct 20

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- Election Day, Nov 1
- SEOC Severe Weather FSE Nov 8
- ***PEMA Quarterly Training, Nov 9 – 10 (confirmed)***
- TMI Siren Test Dec 1