

**Department of Public Safety Review Team**  
**March 25, 2015, 10:00 am**  
**Department of Public Safety, Training Room B**  
**1 Public Safety Drive, Carlisle, PA.**

**Present:** Commissioners Barbara Cross and Gary Eichelberger; Larry Thomas, Chief Clerk; Bob Shively, John Quirk, Brian Hamilton, Claudia Garner, Department of Public Safety; Megan Silverstrim, Communications Department; Dana Best, Finance; Elizabeth Bouch, Human Resources; and Brigadier General Wilbur E. Wolf, Pennsylvania National Guard.

Bob Shively welcomed everyone to the meeting and introduced General Wolf who stopped in for a visit in travelling through the area with the Statewide Weather Exercise. He stated that he is Director of the Joint Staff with the Pennsylvania National Guard and is also in charge of their all hazard response team in Pennsylvania as a traditional guardsman and a Cumberland County citizen.

**DPS Transition and progress updates:**

**Reorganization and Staff Updates:**

**Final Org Chart** - Mr. Shively discussed the final organizational chart (see attached). He explained that the blocks marked in yellow are still pending and will transition by July 1, 2015. He stated that there will be an Excel spreadsheet that will accompany the organizational chart with an exact split out of duties.

**911 Backfill Process update** - John Quirk reported on the six dispatcher positions that are needed. He stated that they have one dispatcher on board and he is progressing through his call taker training. Five more will be starting on March 30, 2015 and it is anticipated they will be finished and up on the schedule by July 1, 2015. He stated that they should have a supervisor selected and notified today. He explained that there will be two dispatcher II positions open when the current dispatcher II's moved into dispatcher III positions.

**Technical Systems Update:**

**Silent Dispatch Updates:** Brian Hamilton reported that they have met with Archonix and they took a survey of what they had with their current CAD system and additional interfaces. Archonix provided a proposal on a quote for the migration. A conference call is scheduled for Friday, March 27, 2015 with the Management Team to discuss further.

**911 Operational Updates:**

**EMS – Fail and Replace Times Update:** Mr. Quirk explained that at the last meeting of the Emergency Medical Services (EMS) Council, they discussed the EMS dispatch re-alerting and fail time policy in an effort to get EMS assistance to whoever needs it in the quickest amount of time. The effective date of this change will be April 1, 2015; notifications have been made to the communications center as well as all the field units. They will be changing from a six minute fail time to a 4 minute fail time, if no one responds within two minutes, re-announcement of first due units, if no one responds after a total of four minutes, re-dispatch with next due unit will occur.

**EMS - Patient Information:** Mr. Quirk reported that they reached out to the EMS providers to find out what information was important to them during post-dispatch patient information when they responded to a call. Basically they need the address and any pertinent specific location information like apartment numbers, door numbers to the facilities, age, gender, the chief complaint, and any scene safety issues if there are any. He stated that they did not want to waste any time with extensive patient history, lists of medicines, etc., because responders need to verify this when they arrive at the scene.

**Emergency Management Updates:** Bob Shively reported that Michele Parsons is doing the Statewide Weather Exercise today, so the EOC is activated with representatives from the State Police, the National Guard Liaisons and a host of Public Safety and EOC staff.

**Three Mile Island Exercise:** the exercise is coming up. Table top trainings will be held tomorrow at 1:00 p.m. and 6:00 p.m. for 2 ½ hours each. The Exercise itself is the evening of April 14, 2015 at the Emergency Operations Center. On April 15, 2015, the out of sequence portion of the exercise will be evaluated by FEMA for both the emergency worker decontamination demonstration at the Lemoyne Firehouse as well as the mass sheltering reception center and decontamination of evacuees at the Big Spring High School.

**Everbridge MN** – Mr. Shively reported that they are finally transitioning to the new platform within the region which includes both the in-house teams of responders notification as well as the external public notification for South Central Alert with the public registry opt-in . He stated that there was a conference call this morning with Dave Miller in Aging to talk about some additional categories for aging and special needs residents that can define and alert those groups. Mr. Shively stated that they will continue to work through the transition with the Task Force as well as keep Mr. Miller in the loop for trainings. Chief Clerk Thomas asked about focusing on coordination efforts to obtain numbers on percentages of people that need to be signed up and to track the success of getting those with special needs and aging the service they need. Ms. Silverstrim stated that she will work on getting some numbers together with a contact list.

#### **DPS Project Reports & Status Updates:**

**THANKS Program:** Megan Silverstrim reported on the Thanks Program and stated that she met with the Mechanicsburg and West Shore Chambers. They will work on a one-pager with them and send out to all the Chamber members to be put on one of their meetings. She reported that the Shippensburg and Carlisle Chambers did not attend the meeting, but they are in agreement with it. Ms. Silverstrim reported that they have an individual that is interested in doing an internship with the Communications Office and possibly using her to assist with the THANKS Program.

**Carlisle Police Dispatch Transition Meeting:** Mr. Shively reported that he prepared a draft talking points overview sheet from the Public Safety perspective. The meeting date is to be determined since they postponed. He stated that with the transition, Public Safety would provide the same service that they provide all the agencies that we currently handle, so the transition would work through good communications. The goals were the same to provide safety to the citizens, residents and visitors of the County into the same comparable that the borough has or the Carlisle police have and they share those goals and have the same high expectations to provide that good service and to be better prepared each day more than they were yesterday as the end result. Mr. Shively reported that daily average of police incidents is up by 40 calls (see attached). The radio transmissions for Police West Dispatch for the first two months of this year went up 71% (see attached).

**Grants/Contract Management:** Claudia Garner discussed the following contract renewals:

- **Cain Automotive** – located on Herman Ave. in Lemoyne, which is the secure and climate controlled facility for HazMat vehicle and equipment storage. It is a three year agreement for \$15,000 per year. There is no price increase (see attached).
- **Capital Business Systems** - annual maintenance for the copier in the EOC. \$525.00 per year (see attached).

Ms. Garner discussed a new copier is planned to put in with their RER Grant submission for next year. That would be purchased in the Spring of 2017. Hopefully will be the last year for the copier, is on its last legs.

**Grant Agreements:**

**2015-2016 Radiological Emergency Response (RER) Grant Application:** Ms. Garner discussed the RER grant submission will come up at the April 27<sup>th</sup> BOC meeting. The total amount of the grant for 2015/16 is \$22,296.00 with no match. Mr. Shively reported that it is a split amount for all of the Cumberland County agencies involved with radiological preparedness for TMI.

The next scheduled Public Safety Review Team Meeting is April 29, 2015 at 10:00 am.

Respectfully submitted,

Ruth Ann Ciecierski  
Administrative Assistant