

## PUBLIC SAFETY REVIEW TEAM MEETING

### MINUTES

December 9, 2015

#### Cumberland County Department of Public Safety

The Cumberland County Board of Commissioners held a Public Safety Review Team Meeting on Wednesday, December 9, 2015, at 10:00 a.m. at the Department of Public Safety, Training Room B, 1 Public Safety Drive, Carlisle, PA. **Present:** Commissioners Jim Hertzler and Gary Eichelberger; Larry Thomas, Chief Clerk; Sandy Moyle, Deputy Chief Clerk/Meetings Manager; Dana Best, Finance; Elizabeth Bouch, Human Resources; John Lopp, Facilities Management; Megan Silverstrim and Morgan Barr, Communications; Bill Cline and Denny Fry, Sheriff's Office; Brian Hamilton, Claudia Garner, John Quirk, Mike Taylor and Lynsey Caldwell, Public Safety; Erik Owen, East Pennsboro Chief 5; Randy O'Donnell, Shippensburg Fire Department; and Mike Guido, Dickinson College.

John Quirk welcomed everyone to the meeting and thanked them for attending today.

#### Department of Public Safety Updates (John Quirk):

- **Staffing and Personnel Updates**— Update on our November new hires show three of the four have passed their call taker training and have advanced to the police training module. The other new hire needed some additional direct supervision and training and is expected to be completed by the end of the year. Since the last meeting we have hired one part-time dispatcher who was on our eligibility list and brings with him the required certifications.
- **Carlisle Police Dispatch** — things seem to be going well.
- **Policy and procedural updates** – we have submitted our policy updates for Human Resources review as they relate to the recently approved and implemented overtime, comp time, and on-call policies.

#### Technical Systems Updates (Brian Hamilton):

- **Police Dispatch Silent Dispatch/CAD Upgrade** — equipment for the IT infrastructure has been received and is being installed by county IMTO staff. Compliments to IMTO for remaining within budget. There will be a conference call this afternoon with the vendor and we are still on target for a July 1, 2016 Go-Live date. We will be establishing a working group that is comprised of a staff member from each of the dispatch teams and several field units.

#### Emergency Management Updates (Michele Parsons):

- See attached report submitted by Michele Parsons who was attending a regional training session.

#### 911 Advisory Board (Commissioner Hertzler):

- **911 Advisory Board** - Commissioner Hertzler reported he was appointed by the Governor to represent all third and fourth class counties on the 911 Advisory Board and attended the first meeting this week. While there was no action taken by the board, it was more of an orientation to review the purpose, focus, and direction of the board. The

focus will be to ensure the \$1.65 surcharge funds are fairly distributed across the state. The good news is interim eligibility list for the funding is much more flexible than previous listing. It was decided by the board that list will remain in place at least until the next meeting of the board in March 2016. This will enable the county to maximize the funds we have for allocation to the current 911 projects. There didn't seem to be any interest to change the eligibility list so that looks like it will continue in its flexibility in supporting the 911 system. In the near future, they will be requesting PSAPs to update their inventory listings statewide. The database will be repopulated from the previous inventory that was taken with the regional assessment for the PSAPs to update. Intent is to get a gauge and to see where the gaps may exist statewide as we move forward with Next-Gen technology. The next meeting is March 17, 2016 and additional information will be provided as received. Claudia Garner clarified that by the interim eligibility funding being extended, that will allow us to use the 911 Uniform funding for the current CAD project.

#### **Grants/Contracts Management (Claudia Garner):**

- **Purchase Contracts** — Claudia spoke about the infoGroup purchase contract – she stated it is a cross-reference database similar to an online white pages but is more recent data that is utilized by the Communications Center in the event an address or phone number is not known. This is a purchase contract that is secured on an annual basis. There is no change in price from year to year.
- **New Contracts** - Claudia spoke about the Incident Communications Solutions (ICS) that is a maintenance agreement for the satellite equipment that was originally purchased by the South Central Task Force with homeland security grant funding. The Task Force purchased the equipment for the county as well as a 3 year agreement and that is now due for renewal. This renewal is not eligible for the homeland security grant funding and is now the responsibility of Cumberland County to maintain. We did negotiate a reduced level of coverage (\$1200/yr savings) while still maintaining the operation of the equipment. The contract total is \$8,688/year. The vendor has offered a 10% discount if all five existing entities (Cumberland County, Franklin County, Derry Township, York County, and Lancaster County) engage in a renewal. We are actively trying to get commitments from the other four agencies.
- **Recurring Contracts** — Claudia spoke about the Communications Marketing Contract — She stated this is the maintenance agreement for the Audiolog recorder that records all radio transmissions and incoming/outgoing telephone calls in the Communications Center. There is no change in price from year to year.
- **Grants** – We have received the Radiological Emergency Response Fund award letter was received for SFY15-16 for \$22,296
- **Legal** – Claudia spoke about the current litigation with Phone Recovery Services. They are finishing the final draft of the complaints for our review and approval and should be coming soon.

#### **Department of Public Safety Project Reports & Status Updates:**

- **Token of appreciation:** John Quirk read an excerpt from a citation that will be presented to Commissioner Cross at the next Commissioners workshop meeting as a token of their appreciation.

**Emergency Services Training Academy (ESTA): (presentation by Lynsey Caldwell)** - Larry Thomas explained the about 6-8 months ago, it was determined that we needed to take a closer look at the options for the future of the current facility. We came to a number of conclusions and formulated what we are asking of the Commissioners. First, in light of current events, there is clearly a need for well-trained, well-equipped first responder community in our county. We have an elaborate communications system in our 9-1-1 Center, but it's also clear that there needs to be a more coordinated effort of training for our first responder services. Second, in talking with many of the first responders what would a viable facility could look like in the future? Third, what is the organization form that will be needed to sustain the facility going forward? Lastly, to the extent that we decide to maintain the site, is the existing site the most viable location? Claudia Garner introduced Lynsey Caldwell who is an intern at Public Safety from McCann College of Business & Technology (Carlisle). She will graduate in December with a degree in Criminal Justice. She explained this internship provided Lynsey with many networking opportunities, a future career vision, and personal professional growth. Lynsey Caldwell provided a thorough presentation on her findings (see attached). In addition to the information contained in the presentation the following was shared:

- **John Lopp (Facilities Management)** – John shared the following recommendations:
  - Keep current usage as is and upgrade to a more up to date fire training grounds
    - Would be expensive (County funded) with no assurance of additional funding/assistance from Fire Departments or Police.
    - Once updated there may be little interest or dwindling interest with the availability of several other fire training areas including HACC with more up to date facilities/training options.
    - If the current grounds would be kept and upgraded for Fire Training it would limit other options and once upgrading is complete you would be in a situation where future use of grounds could not be utilized for other County needs.
    - If there is no guarantee the grounds once upgraded would be used by outside organizations with possible funding options this would be a risk to the County and may create a situation with the mentality of “if you build it they will come” and once built/upgraded “nobody shows up.”
  - Vehicle Storage/Training Area
    - This could be a storage/garage area for emergency vehicles along with conference training area.
    - Conference Training area could be shared usage and assist with several different training scenarios for fire/police/County.
    - However, parcel 6 (where new 911 facility currently located) would make better sense and co-locate current 911 building with emergency vehicle storage area and utilize land locked area at rear of parcel 6.
  - Shared Usage Site

- A joint use crime scene/SERT/Public Safety house could be constructed and usable for training by: Fire-Sheriff-SERT-Police-EMS-Search and Rescue.
    - Indoor shooting range available to law enforcement and public. Gun safety could be taught and fees could be charged for training public. Indoor shooting range could be utilized by public for a fee.
  - Build New CID/Forensic/Coroner Facility
    - Current Forensic Facility is located at Old Jail with a need for state of the art crime lab, security and fire protection in a building that is over 100 years old with infrastructure problems when adding equipment/offices.
    - Evidence area, lab areas and office areas are at full potential with little to no extra space availability.
    - Old Jail – If old jail is vacated it could be used for a tourist attraction that would bring a revenue source to the County General Fund on a yearly basis.
  - Price estimates will vary a lot depending on building needs. Stone/dirt floor or concrete, heat and cooling, electric, water/bathrooms. Below are a couple of examples for metal/steel building construction. Prices will vary between \$75,000 and \$300,000 depending on size and needs. Below are a couple of examples: Hay storage building – Open wall storage building – RV-Camper storage.
- **Bill Cline (Sheriff's Office)** – Bill shared that the Sheriff's Office currently pays the Pennsylvania Game Commission or Harrisburg Area Community College (HACC) for use of their indoor firing range (\$250 and \$160/day respectively). He expressed there is a true need for a local indoor shooting range for their personnel, other county personnel that must meet weapons qualification standards, and the general public.
- **Mike Guido (Dickinson College)** – Mike shared he has used several facilities and added that for HACC, you pay a reduced price if you bring your own firearms instructor. He clarified the implementation of LASR would be an excellent investment but would not take away the need for a live fire range for qualifying. What LASR does is allow for the opportunity to conduct decision making training, it is portable and allows for endless scenario situations. Mike also shared that there is a definite need for citizen firearm training and would be an added asset for Cumberland County.
- **Larry Thomas (Chief Clerk)** – Larry advised the major benefit of Lynsey's research is that we have identified the need for the training academy but that the need is for a scaled down version of what our neighboring training centers are. Also the need is no longer for a solely fire-focused training facility; rather it now needs to be multi-discipline. We need a strong organizational structure to lead this and meet the needs while maximizing our return on investment. One option is to create a 501c3 organization comprised of first responders from each of the services and the community. While for 2016 we will need to be in a maintenance mode, we need to devise a plan for an integrated facility that allows for an integrated response. We have a community concern that needs a community solution.
- **Randy O'Donnell (Shippensburg Fire Department)** – Randy commended Lynsey for a job well done and agrees we need a common ground that will provide cross training. By

having a facility that is cross-disciplined you may have access to more grant funding as well. When Franklin County built their facility, the Coroner's Office was able to secure a grant to help pay for some of the IT equipment. He believes the project and end result needs to be managed at the county level.

- **Erik Owen (East Pennsboro Township)** – There is definitely a slow decline in volunteers in the county and agrees there needs to be a hands-on person to lead the project and make the difference. Cross training is an urgent need and no longer a future need.
- **Commissioner Hertzler** – Commended Lynsey on a job well done and agrees there is a need for a centralized location for training, especially for the fire departments. The county relies on volunteers for fire protection. Commissioner Hertzler stated there needs to be conversation and involvement from the municipalities as they share the responsibilities to provide services to the communities.
- **Commissioner Eichelberger** – Commissioner Eichelberger stated this presentation has provided an excellent starting point for planning for the future. There have been a lot of wants presented today but a lot of needs as well, with some excellent options for cost sharing. We have a lot more to explore and a number of questions to answer.

A handout was provided with the meeting dates for 2016, and the meeting adjourned.

Respectfully submitted,

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