

York County Public Safety
Policy Board
Executive Committee
And
York County
PSPB Workgroups
Alternate Plan

Public Safety Policy Board Executive Committee

1 Chair + 11 Members
(Chair is a non -voting member unless a tie vote)

Monthly or Bi-Monthly
Meetings
and Reports

Meeting Quorum
Requirements:
Chairperson + 6.
Members

Focus of the Committee
is two pronged:

1. Effective Policy and Procedure
and Problem Solving
2. Effective Communications
and Technology

A Recording Secretary needs to be present for each PSPB EC Meeting for the purpose for note taking and meeting minutes.

This basic info needs to be collected: Contact Name / Agency / Email Address

Chairperson	Chief Richard Shank
DES	Executive Director– Eric Bistline
(1 voting member) 911 Center Management	911 Director– Julio Mendez
	911 Deputy Director Technical– Tony Flores
	911 Deputy Director Resources– Cindy Dietz
OEM (1 Voting Member)	OEM Director– Kay Carman
	OEM Deputy Director– Mike Fetrow
(2) Law Enforcement	Greg Bean County PD Rep.
	Wes Kaley City PD Rep.
Fire (2)	Steve Buffinton
	Eric Brown
Fire Police (1)	Bill Garman
EMS (2)	Shannon Tracey
	Brian Wheler
Union (2)	Matt Emig
	Eric Brown
Recording Secretary	Lori Slothour Admin. Assistant

Public Safety Policy Board Subcommittee Workgroups

This basic info needs to be collected: Contact Name / Agency / Email Address

Law Enforcement Workgroup

5+1 (FP)
Members

The Law Enforcement Workgroup will be made up of five agencies from different locations and agencies in York County. (City Police, 2 County Police Depts., Sheriff Dept, Parole and Prob.) Fire Police will report here as well as the Fire workgroup. **Additional members can be identified by the workgroup.**

Fire Workgroup

7+1 (FP)
Members

The Fire Workgroup will be made up of at least five Fire Company appointees from different locations in York County as well as one from Hazmat and ATR. (North, City, South, West, East) Fire Police will report here as well as the Law Enforcement workgroup. **Additional members can be identified and added by the workgroup.**

Public Safety Policy Board Subcommittee Workgroups

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This basic info needs to be collected: Contact Name / Agency / Email Address

OEM Municipal
Coordinators and
Local Government
Workgroup
City/Borough/Twp.

6
Members

Workgroup will consist of three members minimum one from each group both OEM and Elected officials, city, borough, and township.

Additional members can be added by the workgroup.

Union
Workgroup

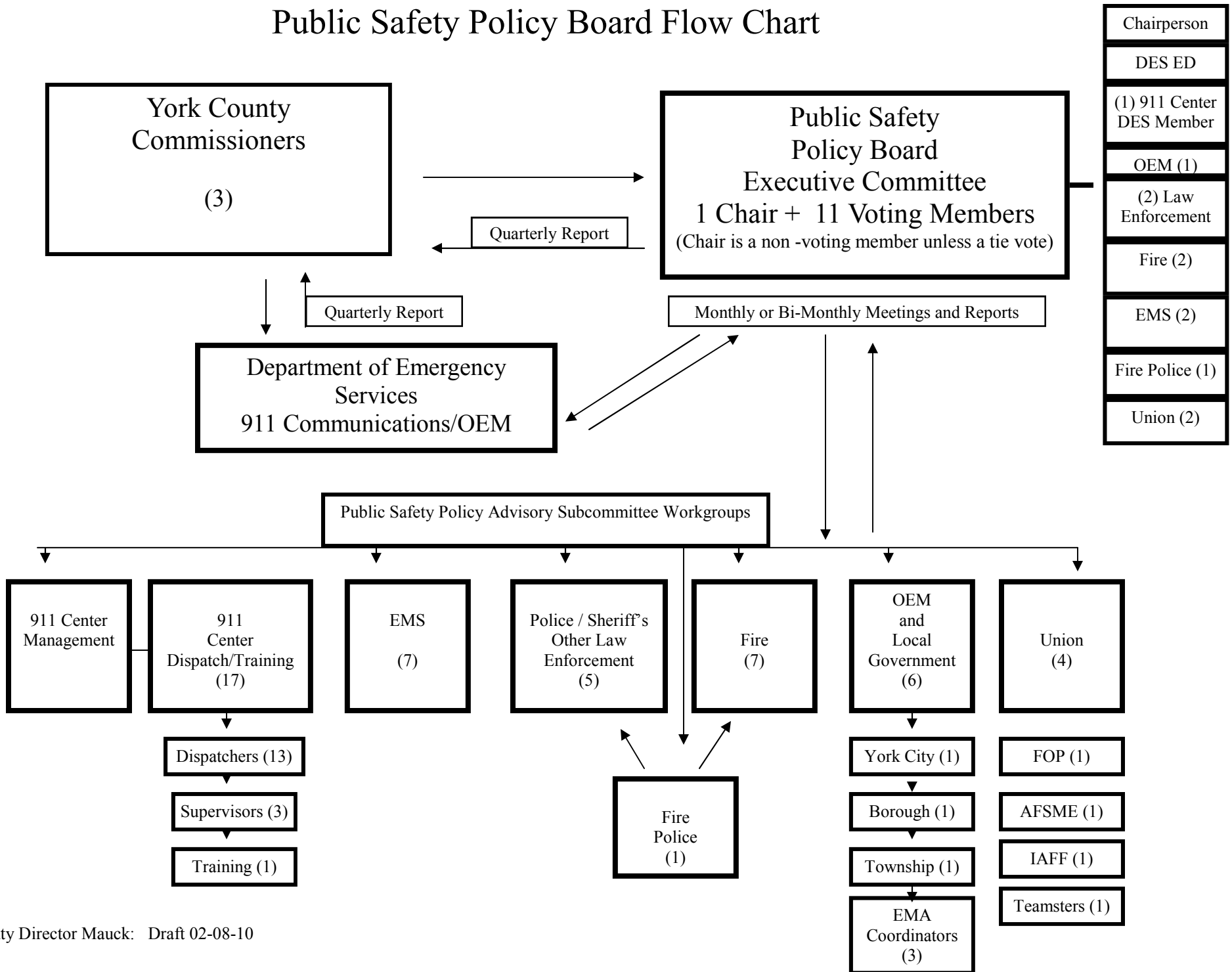
(FOP, AFSME, IAFF, Teamsters)

4
Members

Workgroup will consist of four members minimum one from each group.

Additional members can be added by the workgroup.

Public Safety Policy Board Flow Chart



York County
Commissioners:
Steve Chronister
Chris Reilly
Doug Hoke

The formation of the Public Safety Policy Board was approved as an ad-hoc committee by the County Commissioners. The task of this committee is to help foster positive change within the Department of Emergency Services and within Public Safety Agencies throughout York County. The end result being that the citizens of York county are provided with the best services available with excellent customer service everyday. This committee has no legislative authority over policy.

1. The Policy Board shall consist of fourteen (11) members and a Chairman of the Board, each of whom shall be appointed for a four year term no later than thirty (30) days following the swearing in of the Board of Commissioners following a general election every four years.
2. The initial appointments shall consist of fourteen (11) members and one (1) Chairman, of which all will serve until the end of the current Board of Commissioner's Term of office. The York County Board of Commissioners may appoint new members or reappoint existing member to the York County PSPB at the beginning of the new Board of Commissioner's term of office. Appointments must be made no later than thirty (30) days following the new Board of Commissioner's first meeting.
3. The York County Board of Commissioners or Chairman of the Board once established may appoint ex-officio members to the Policy Board. Ex-Officio members shall have limited privileges. No ex-officio member shall have voting rights.
4. The York County Board of Commissioners reserves the right and privilege to remove any member at any time of any reason.

York County
Commissioners:
Steve Chronister
Chris Reilly
Doug Hoke

The formation of the Public Safety Policy Board was approved as an ad-hoc committee by the County Commissioners. The task of this committee is to help foster positive change within the Department of Emergency Services and within Public Safety Agencies throughout York County. The end result being that the citizens of York county are provided with the best services available with excellent customer service everyday. This committee has no legislative authority over policy.

5. Quarterly Reports will be provided to the York County Commissioners by the Public Safety Policy Board - Executive Committee.
 - A. The report will issue findings and recommendations on policy made by the Department of Emergency Services and other agencies. The report should list policy that the department has adopted and suggestions not adopted.
 - B. Common issues, problems and successes within the Department of Emergency Services.
 - C. Suggestions on technology upgrades.
 - D. Suggestions on training programs and personnel issues.
6. Quarterly Reports will be provided to the York County Commissioners by the Department of Emergency Services.
 - A. The report will highlight issues and suggestions submitted to the PSPB Committee.
 - B. The report will document areas of suggestion adopted and areas of suggestion not adopted by the Department or outside agencies made by the PSPB Committee.

Public Safety
Policy Board
Executive Committee
1 Chair + 11 Members
(Chair is a non-voting member unless a tie vote)

Mission Statement: The Public Safety Policy Board Executive Committee is an ad-hoc committee by the County Commissioners. The task of this committee is to help foster positive change within the Department of Emergency Services and within Public Safety Agencies throughout York County. The end result being that the citizens of York county are provided with the best services available with excellent customer service everyday. This committee has no legislative authority over policy.

1. Quarterly Reports will be provided to the York County Commissioners by the Public Safety Policy Board - Executive Committee.
 - A. The report will issue findings and recommendations on policy made by the Department of Emergency Services and other agencies. The report should list policy that the department has adopted and suggestions not adopted.
 - B. Common issues, problems and successes within the Department of Emergency Services.
 - C. Suggestions on technology upgrades.
 - D. Suggestions on training programs and personnel.
 - E. The Committee will develop a website to highlight positive results. It will also provide a portal for working groups to funnel information back and forth.
2. The chair will be a **non-voting member**. (unless the committee comes to a tie vote on a recommendation) Recommendations will be communicated to the working groups and the Department of Emergency Services. This committee will not have any binding legislative power over any agency. The committee only serves to advise of what it considers best practice and foster open communications to agencies utilizing DES services. The Department of Emergency Services and York County Government will make the final decision on policy and procedure for it's agencies and employees utilizing current chain of command procedure.

York County
Department of Emergency
Services
911 Communications Center
and OEM

Mission Statement: It is the mission of the Department of Emergency Services to provide the highest quality of customer service to the residents and first responders of the County of York through preparedness, planning, mitigation and providing of resources by using the latest in communication technology for the safety of all.

1. Quarterly Reports will be provided to the York County Commissioners by the Department of Emergency Services.
 - A. The report will issue findings and recommendations on policy made by the Department of Emergency Services and other agencies. The report should list policy that the department has adopted and suggestions not adopted.
 - B. Common issues, problems and successes within the Department of Emergency Services.
 - C. Suggestions on technology upgrades.
 - D. Suggestions on training programs and personnel.
2. The DES will aid and develop additional web-pages on our current website to highlight positive results resulting from the PSPB Committee. It will also provide a portal for working groups to funnel information back and forth. We will employ a higher level of security for the training portal for each police chief to gain access and to assign access to employees of their individual department to gain access.
3. The Department of Emergency Services may advise and may seek input from the PSPB on potential and new policy and procedure changes that effect and impact public safety agencies in York County. Monthly or Bi-Monthly communication will transpire via meeting minutes between the PSPB and the DES. The Department of Emergency Services and York County Government will make the final decision on policy and procedure for it's agencies and employees utilizing current chain of command procedure. The goal of the department is to make services user friendly and accessible to outside agencies to better public safety.

Public Safety Policy Board Executive Committee Meetings and Agenda

1. The agenda will be put together prior to the EC meeting. Agenda items will originate from the individual workgroups, via their EC committee member, that had meetings a month prior and communicated agenda items to the chairperson. Agenda items must be brought to the chairperson's attention at least five business days prior to the PSPB EC meeting. All PSPB EC meetings will be recorded and documented through meeting minutes provided by the recording secretary and delivered for review via email one day prior to the scheduled meeting along with the meeting agenda.
2. The meeting will be managed through a relaxed "Robert's Rules of Order" method.
3. Each PSPB EC member will be given a chance to provide a report from their individual workgroup.
4. All PSPB EC Committee meetings will be held at the York County DES building at 120 Davies Drive York, Pa 17402.
5. Meetings will be held monthly.

Public Safety Policy Board Executive Committee Meetings and Agenda

(Continued page 2)

6. All recommendations being issued by the PSPB EC must be done by a majority vote of the EC committee. Tie votes will be broken by the chairperson.
7. All policy and procedure recommendation from the PSPB EC Committee will have final approval by the management staff of the Department of Emergency Services a department of York County government.
8. In the event that a workgroup EC member cannot attend a scheduled PSPB EC Meeting they may communicate to the chairperson an alternate for the meeting via e-mail communication prior to the scheduled committee meeting.
9. Modification of the committee structure and procedure must be approved by the majority of the PSPB EC Committee during a scheduled meeting.
10. Individual workgroups may schedule their monthly or bi-monthly meetings here at The Department of Emergency Services. Workgroups must schedule meetings with the department secretary, Toni Voir at 840-2921.

Public Safety Policy Board Workgroups

Mission Statement: It is the mission of the Public Safety Policy Board Workgroups to shed light problems and opportunities for positive change to better public safety and better the agencies that provide those vital services throughout York County.

1. Workgroups will be identified by the PSPB Executive Committee Chairman.
2. The size of the workgroup will be determined by the EC Chair and piers of each workgroup. The are minimum numbers set forth on the flowchart. Additional members can be added at the discretion of each workgroup.
3. The workgroup after it is formed will appoint a chairman and secretary and alternate chair for each workgroup. t
4. The workgroups will meet at least bi-monthly and or monthly if necessary. Each workgroup will forward there reporting to the EC and the Department of Emergency Services the month prior to the PSPB EC meeting.
(example: workgroup meets in Feb, for EC meeting in March)
5. The workgroups will give a voice to the grassroots public safety operations throughout the county in order to get diverse hands on feedback from the field operations of the local public safety agencies.
6. The workgroups will discuss problems and opportunities within DES and within outside public safety agencies.
7. The workgroups will suggest and or review current and potential policy and procedure changes within the DES.

Public Safety Policy Board Workgroups

(continued page 2)

8. Each workgroup should focus on the two focus points effective policy and procedure and effective communications and technology.
9. Complaints that involve the 911 Communications Center services should follow the standard procedure in place at the department. This procedure requires a written complaint using the appropriate form be forwarded to the director of the 911 EOC.
10. Workgroups should reach out to entities in their peer group such as; example: York County Chief's of Police Association and York County Fire Chief's and Firefighter's Association.
11. Workgroups must submit a membership list with contact information for each member and meeting attendance list for each meeting to the PSPB EC. Workgroups can identify at ease members to give specific input or testimony on any given topic.
12. Workgroups will keep a record of proceedings of each meeting.

Public Safety Policy Board
Executive Committee
Topics For Discussion



Meeting
Notes

Meeting
Notes

Meeting
Notes

