MINUTES

PUBLIC SAFETY AD HOC COMMITTEE
LOWER ALLEN TOWNSHIP

REGULAR MEETING
SEPTEMBER 3, 2019

The following Committee Members were in ATTENDANCE:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dave Holl</td>
<td>Director of Department of Public Safety</td>
</tr>
<tr>
<td>Leon Crone</td>
<td>Police Captain</td>
</tr>
<tr>
<td>Tony Deaven</td>
<td>EMS Captain</td>
</tr>
<tr>
<td>Dave Murdoch</td>
<td>Fire Chief – Lower Allen Fire Company</td>
</tr>
<tr>
<td>Frank Wirth</td>
<td>Fire Captain</td>
</tr>
<tr>
<td>Tom Vernau</td>
<td>Township Manager</td>
</tr>
<tr>
<td>Dean Villone</td>
<td>Board of Commissioners</td>
</tr>
<tr>
<td>Ped Young</td>
<td>Board of Commissioners / Beaver Rd Area</td>
</tr>
<tr>
<td>John Ortenzio</td>
<td>Select Capital Commercial Properties</td>
</tr>
<tr>
<td>Don Smith</td>
<td>Capital City Mall</td>
</tr>
<tr>
<td>Terry Lenker</td>
<td>Township Resident – Sheepford Area</td>
</tr>
<tr>
<td>Dick Hammon (left at 7:37)</td>
<td>Township Resident – Rossmoyne Area</td>
</tr>
<tr>
<td>Thomas Kutz (left at 6:50)</td>
<td>Township Resident – Sheepford Area</td>
</tr>
</tbody>
</table>

WELCOME
Director Holl called the September 3, 2019 meeting of the Public Safety Ad Hoc Committee to order at 6:05 pm in the Emergency Operations Center of the Lower Allen Township Municipal Building, 2233 Gettysburg Road, Camp Hill. Mr. Holl asked if there were any questions from previous meetings. There were none.

APPROVAL OF MINUTES
Mr. Hammon moved to approve the minutes from the August 20, 2019 Public Safety Ad Hoc Committee meeting. Mr. Crone seconded the motion. Motion carried unanimously.

QUESTIONS AND FOLLOW-UP DISCUSSIONS FROM PREVIOUS MEETINGS
There were none. Mr. Holl stated that at tonight’s meeting and the next meeting, the Committee will be going over an outline of the material covered in the previous Ad Hoc meetings and presentations. He will then take the following two weeks to create a final report and power point which he will come back to the Committee with for approval. Mr. Holl would like to see another Ad Hoc Committee reconvene in 2024 to review the past five years and plan for the next five years.

HAND-OUTS AND DISCUSSION: AD HOC ADVISORY COMMITTEE REPORT AND RECOMMENDATIONS FOR 2020-2024
Police Services Recommendations

**P-1 GOAL: To maintain a minimum C Level of Service as defined in the Ad Hoc Committee report.**
Mr. Holl provided three attachments (Police Levels of Service Staffing Chart, Narratives, and Statistical Recap) from the police power point presentations. He stated that the objective of this goal is to achieve five officers per patrol squad by 2021, as is necessary based on the studies to maintain a C Level of Service. To accomplish this, an additional officer must be added per squad in 2020 and 2021. Mr. Vernau questioned the increase from 26 to 27 officers in 2022 on the Levels of Service Staffing Chart. Mr. Crone stated this increase is due to the anticipated need of another criminal investigator by that time. Since this additional officer is not included in police payroll costs, Mr. Crone requested that the Finance Director figure the payroll costs with 26 and with 27 officers in case the additional officer is deemed necessary in the next five-year period, depending on future reviews showing a need. Mr. Holl suggested an annual report be given to the Board of Commissioners during Budget discussions. Mr. Kutz asked if the attachments would be included in the final report. Mr. Holl said that they could be, but they are also currently in draft form.

**P-2 GOAL: To maintain support services by providing for supplementing police service from non-police personnel.**
Mr. Holl spoke about Community Service Officer Program providing support to patrol during times of peak call volume for non-emergency incidents. The CSO’s are part-time and are paid from a pool of hours in the budget. Mr. Holl stated that this is included in the current budget and would just need the Committee’s support that the program should be continued. Additional objectives are maintaining civilianized forensic services, equipment support, and quartermaster functions. This is currently done by David Ickler but a succession plan needs to be implemented to keep the position active in the future. The Committee voiced their support of the objectives of this goal.

**P-3 GOAL: Utilize technology to value-add to staff and personnel effectiveness and efficiency.**
Mr. Holl stated that this process is currently taking place and involves keeping up with new technology, trends, and legal mandates, as well as improved accountability. He used the new LPR system as an example of recent technology that is proving very valuable in solving crimes. Some future considerations are body cams and enhanced 360 degree car videos, as well as additional LPR units. Mr. Vernau asked if there is grant money available for this type of equipment. Mr. Ortenzio asked if the Township has someone who writes grants from outside the Township, which they do not have. Mr. Crone stated that the majority of grant money goes to rural departments or city police departments, but Lower Allen Township falls into the middle. He stated that one grant that Lower Allen gets is the bullet proof vest partnership grant.

**P-4 GOAL: Maintain positive relations with the community through use of events and programs.**
Mr. Holl explained that this goal includes community outreach events like National Night Out and Coffee with a Cop as well as school programs. Mr. Kutz spoke about the reference to School Resource Officer in the P-5 Goal. He would like that to include a training aspect such as the exercise held at Cedar Cliff, a school day aspect, and an outside school event aspect. Mr. Crone suggested adding to the wording in P-4 about continuing school programs to include involving the school district as stakeholders in safety program development and planning.
P-5 GOAL: Review Staffing Plan annually to determine additional needs based upon calls for service demands and ability to maintain service level C or greater.
Mr. Holl spoke about not only evaluating the workload of patrol and the investigators for possible additional staffing needs but also communication of staffing changes in a timely manner. This would be accomplished in an annual report to the Board.

P-6 GOAL: Maintain high-level standards and accountability and ensure application of best-practices whenever feasible.
Mr. Holl explained the benefits of accountability in increasing public trust and ensuring that the department has a succession plan with competent staff. Mr. Crone spoke about the role that accreditation plays in this. The police department currently participates in both state and national accreditation programs which keeps them up to date on policies and best practices.

Fire Services Recommendations

F-1 GOAL: To support the volunteer fire service, in view of declining volunteer firefighter staff, by maintaining 24/7/365 first response capabilities under NFPA standards.
Mr. Holl mentioned the three hand-outs (Lower Allen Fire Calls and Staffing Per Year, Volunteer Incentive Program, and Live-In Tuition Reimbursement and Stipend Program) that have been included in the packets for Committee members. He explained that adding one Public Safety Officer by July 1, 2020 would allow for 24 hours, 7 days per week support of fire and rescue services with seven full-time PSO’s and a minimum staffing of two per shift. A pool of part-time PSO’s could provide substitute coverage. If needed an additional PSO will be added in 2022. Along with this, PSO salary would be raised to what is comparable for other Firefighter/Driver/Operator positions. Mr. Wirth stated that this amount would be a budget increase of around $65,000 for six PSO’s over two years. Mr. Hammon expressed that the PSO program is like having a paid fire department. Mr. Vernau stated that it would cost the township less to hire more codes officers and EMT’s than hiring more PSO’s to do multiple positions. Mr. Holl stated that the job description does not include fire fighter in it and the goal is to have coverage 24/7 to be able to get the equipment out. Mr. Villone stated that the value that the Township receives from the PSO’s is worth it. One-third of the PSO salary comes from fire; EMT and Codes make up the rest.

F-2 GOAL: Volunteer support for Recruitment and Retention.
Mr. Holl spoke about the importance of recruiting volunteers as it could alleviate the need to add personnel. Mr. Murdoch stated that the incentive funds are only used if volunteers are successfully recruited; otherwise it stays in the budget or goes toward paid personnel. He also stated that it is a good indicator of what will happen with fire service in the future.

F-3 GOAL: Volunteer support through the funding of a Live-In Program
Mr. Holl spoke about expanding the program currently in place which provides live-ins with tuition reimbursement and a stipend. This is so they do not have to have additional part-time jobs and can be available at the fire station when they are not in class. Mr. Murdoch stated that current tuition reimbursement is based on HACC tuition and the request is to base reimbursement off of Penn State Harrisburg tuition. The stipend would also be increased to $250 to be competitive with other fire stations and more attractive to recruits. He stated that between Lower Allen and Station Two, eight live-ins can be accommodated. It is not limited to college students. Mr. Wirth spoke about his involvement with school
programs such as JROTC and Vo-Tech, as well as local colleges, where he speaks to students about the benefits of the Live-In program. He is also hoping to speak to an organization of career counselors.

**F-4 GOAL:** Assess the Fire Apparatus Replacement Schedule to ensure that the Operations/Functional fire/rescue service needs of Lower Allen Township are met.
This goal includes purchasing engine/aerial apparatus in 2021 to cover the west central portion of the Township, reducing fire apparatus fleet from 5 to 4 in 2025, and keeping the apparatus on a 10 to 15 year replacement schedule. Discussion ensued about the location/relocation of the fire departments. The data to make these decisions is going to come from the study of an outside consultant if approved in the upcoming budget. Mr. Villone felt that the information from this study could help facilitate discussions with nearby municipalities as well.

**Department of Public Safety Recommendations**

**PS-1 GOAL:** To ensure optimal deployment/distribution of Public Safety Resources within Lower Allen Township in order to achieve service level goals.
Mr. Holl stated that this goal includes hiring an outside consultant to assist with evaluating the state of current public safety facilities and possibly planning for future facilities. The money for the consultant to come in 2020 would fall under the upcoming Budget discussions.

**PS-2 GOAL:** Recommendation to reconvene an Ad Hoc Committee in 2024 to develop a revised plan for 2025-2029.
Mr. Holl spoke about his desire to have an Ad Hoc Committee reconvene in 2024 to review where Public Safety has come in the past five years and to create recommendations and a plan for 2025-2029. The Committee voiced their agreement with the Public Safety Recommendation goals.

**COMMITTEE QUESTIONS AND DISCUSSION**

The presentation on EMS Service Recommendations was tabled to the next Ad Hoc meeting due to time constraints.

**AUDIENCE PARTICIPATION**
There was none.

**CONCLUSION**
Mr. Holl stated that he will start putting together a draft report with the police and fire information. He asked the Committee members to attend the October 7th presentation to the Board of Commissioners.

**ADJOURNMENT**
The next meeting of the Ad Hoc Committee is on **Monday, September 16th at 6:00 pm at the Municipal EOC, 2233 Gettysburg Road.**