

Pantops Public Safety Station Stakeholders Work Group Charge and Formation

Project Description:

This project involves creation of the Pantops Public Safety Station Stakeholders Work Group as directed by the Board of Supervisors. This work group, comprised of community representatives, will work with staff and the Board to align mission and objectives and to help identify broad goals, framework and strategies for partnerships to maximize the positive impact of the new station. This group's work is separate and distinct from the Pantops Public Safety Station Coordinating Work Group, which is a group of FEMS Board and staff charged with guiding the staffing and operations strategy for the new station.

Specifically, the Stakeholders Work Group is charged with developing strategies/recommendations in the following three areas:

- Establishing productive partnerships that will maximize the positive impact of the station
- Effective volunteer recruitment and retention strategies
- Best ways to communicate with and engage the general Pantops community

Milestones and Decisions by the Board to date:

- Board has authorized design phase of the facility (funding for the construction phase pending approval of the FY17 budget)
- Board has already determined cost and scope of the new Pantops facility
- Site has already been identified
- A daytime career staffed ambulance is currently operating out of the Martha Jefferson Hospital and will transfer to the new station when completed
- Board has directed the formation of a community engagement process including a stakeholders work group to align mission and outcomes and to identify partnership opportunities.

Critical Issues:

- The Board of Supervisors is interested in exploring partnership opportunities that can best increase community buy in/ownership and leverage the positive impact of this new public safety asset.
- Volunteer recruitment and retention is a priority.
- Project design and construction guidelines need to be determined by fire rescue staff with input from FEMS partners.
- Project budget and site constraints set significant limits as to design and space usage possibilities.
- The Pantops community needs to be informed about and aware of the progress of the station's design, construction and ultimate operations to promote community support of the new facility

Roles and Responsibilities:

- **Board of Supervisors** – The Board has the final decision making authority for station scope, including overall capital and operating budget.
- **Staff** – work cooperatively with the Stakeholders Work Group; provide complete and up to date information to keep the community informed; communicate any critical feedback to the ultimate decision makers
- **Pantops Public Safety Station Stakeholders Work Group** – Provide suggestions and guidance for:
 - Establishing positive, productive partnerships that will maximize the positive impact of the station
 - Effective volunteer recruitment and retention strategies
 - Best ways to reach out to and engage the general Pantops community

Expected Work Product:

The Pantops Public Safety Station Stakeholders Work Group is expected to produce recommendations regarding partnership opportunities, volunteer recruitment and retention, and community outreach related to the new Pantops Public Safety Station. Specific strategies and actions will be developed by the Work Group to correspond with significant project milestones.

Membership Selection

The Pantops Rescue Station Stakeholders Work Group will be appointed by the County Executive and will be composed, at a minimum, of the following representatives:

- Two Board of Supervisors liaisons
 - Norman Dill and Rick Randolph
- Two Pantops Community Advisory Committee members
 - Diane Berlin and Olivia Branch
- A representative of the Martha Jefferson Hospital
 - Jonathan Davis
- A representative of Westminster Canterbury
 - Gary Selmeczi
- A representative of JABA
 - Marta Keane
- A representative of State Farm
 - Laura Ellis
- A representative of Virginia National Bank
 - Glenn Rust
- The property owner representative
 - Andrew Dracopoli
- Albemarle County Fire Rescue Chief
 - Dan Eggleston
- Albemarle County Police Department
 - Ron Lantz
- Albemarle County Executive's Office
 - Lee Catlin and Doug Walker

General Outline of Meeting Topics/Outcomes

Meeting 1

Introductions, Review of Charge and Mission, Set Meeting Dates

Meeting 2

Background/Overview of Fire Rescue System/Focus on Pantops

Meeting 3

Overview of Recruitment Process/Strategies

Meeting 4

Exploring Partnership Opportunities

Meeting 5

Exploring community communication/engagement strategies

Meeting 6

Developing draft recommendations

Meeting 7

Finalize recommendations for presentation to the Board of Supervisors