



**COUNTY of FREDERICK, VIRGINIA**

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**DEPARTMENT OF PUBLIC SAFETY COMMUNICATIONS**

1080 Coverstone Dr. Winchester, VA 22602

540-665-6356

LeeAnna Pyles  
Director

**FREDERICK COUNTY**  
**PUBLIC SAFETY COMMITTEE**  
**AGENDA**

**June 21, 2018**  
**8:30 AM**

**\*\* We are meeting on the other side of training room – take walkway in front to access\*\***

**Public Safety Building**  
**1080 Coverstone Dr., Winchester, Virginia**

**Call to Order: Thursday June 21 at 8:30 a.m.**

**Agenda Items:**

- 1. Review of the Committee Charter – see attached (2)**
- 2. Brief overview of departments – Director Pyles, Chief Linaburg, Sheriff Millholland**
- 3. Sheriff Millholland department/personnel requests– see attached (1)**
- 4. Other business**

**New Business:**

**Next Meeting Date: August 16, 2018**

**Adjourn:**



## COUNTY of FREDERICK

**Jay E. Tibbs**


Deputy County Administrator

540/665-5666

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E-mail:

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<b>TO:</b>	Public Safety Committee
<b>FROM:</b>	Jay E. Tibbs, Deputy County Administrator 
<b>SUBJECT:</b>	Committee Charter
<b>DATE:</b>	June 14, 2018

Attached please find a copy of the charter for the Public Safety Committee. The committee charter is to be reviewed annually to ensure that it accurately depicts the makeup and duties of the committee. There are currently no changes or updates proposed to the charter.

It is being presented to the Committee for information only.

If you have any questions, please do not hesitate to contact me.

Attachment

## **Frederick County Board of Supervisor's Public Safety Committee Charter**

### **I. Organization**

There shall be a committee of the Board of Supervisors ("Board") of Frederick County, Virginia ("County") known as the Public Safety Committee ("Committee"). The Committee shall be comprised of three (3) members of the Board of Supervisors who will be appointed by the Chairman of the Board, with one appointed as Chair, and three (3) citizen members as appointed by the Chairman of the Board. Other members of the committee include: President of the Frederick County Fire & Rescue Association; Sheriff; Fire Chief; Director of Emergency Communications; County Administrator; County Attorney; Commonwealth's Attorney; and liaisons from the Winchester-Frederick General District Court and Winchester-Frederick Juvenile & Domestic Relations Court. This Charter shall govern the Committee with regard to its duties and responsibilities.

### **II. Purpose**

The primary function of the Committee is to assist the Board in dealing with matters related to law enforcement and the criminal justice system of the county, court functions, fire and rescue functions, 911 service, the emergency communications center, and other related issues.

The Committee will primarily fulfill these responsibilities by carrying out the activities enumerated in Section IV of this Charter.

### **III. Meetings**

The Committee shall meet bi monthly or more or less frequently as circumstances dictate. The Chairman of the Board, the Chairman of the Committee, or a majority of the Committee members may call or cancel meetings of the Committee. The Chairman of the Committee shall prepare or approve an agenda in advance of each meeting. Department heads or department representatives with items to be considered by the Committee shall be invited to the meetings. Other officials may be invited as necessary.

### **IV. Responsibilities**

The Committee shall have the following duties and responsibilities:

1. Review and advise the Board of Supervisors with respect to public safety and law enforcement initiatives.
2. Prepare minutes of all meetings of the Committee, and report to the Board on the matters discussed at each Committee meeting, as appropriate.
3. Forward all recommendations to the Board of Supervisors for final approval.
4. Review and reassess annually the adequacy of this Charter, and conduct an annual self-assessment of this Committee's performance.
5. Perform any other activities consistent with this Charter, the County's goals, objectives and governing law, as the Committee or the Board deems necessary or appropriate.

**(Approved Board of Supervisors Meeting of 03/14/2012; Revised 09/14/16)**

*D R* \CK COUNTY SHERIFF'S *Opple*



Sheriff Lenny Millholland

Major Steve A. Hawkins

1080 COVERSTONE DRIVE  
WINCHESTER, VIRGINIA 22602

540-662-6168  
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June 15, 2018

Public Safety Committee Meeting Agenda for Frederick County Sheriff's Office

- 1.) Tactical Vehicle request and needs for Deputy Safety and response.
- 2.) CID workload
- 3.) Manpower issues
- 4.) Overtime Funding (Managing)

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke.