

**PALM BEACH COUNTY CRIMINAL JUSTICE COMMISSION
LAW ENFORCEMENT PLANNING COUNCIL
FINAL SUMMARY MINUTES**

Thursday, September 25, 2014 - 9:30 a.m.

Clayton Hutchinson Agricultural Center
Exhibit Hall "B"
559 North Military Trail
West Palm Beach, Florida

Members Present

Chief Dan Alexander, Chairman, Boca Raton Police Department
Director Kirk Blouin, Vice Chairman, Palm Beach Police Department
Chief Robert Mangold, Atlantis Police Department
Chief Jeffrey Katz, Boynton Beach Police Department (Represented by Lieutenant Stewart Steele)
Chief Jeffrey Goldman, Delray Beach Police Department
Director Michael Porath, Greenacres Department of Public Safety
Chief Craig Hartmann, Highland Beach Police Department
Chief Sean Scheller, Lantana Police Department
Chief Richard Jenkins, North Palm Beach Police Department
Chief Christopher Yannuzzi, Ocean Ridge Police Department
Chief Stephen Stepp, Palm Beach Gardens Police Department
Chief Carl Webb, South Palm Beach Police Department
Chief Bryan Kummerlen, West Palm Beach Police Department
Chief Larry Leon, Palm Beach County School District Police Department
Duane Little, Special Agent Supervisor, Florida Department of Law Enforcement
J. Chris Kletthamer, Supervisory Special Agent, Federal Bureau of Investigation
Glen Wilner, Assistant Chief, U.S. Marshals Service
Karen Hanlon, Federal Security Director, Transportation Security Administration
Xavier Morales, Patrol Agent in Charge, U.S. Border Patrol

Members Absent

Chief Garrett Ward, Gulf Stream Police Department
Chief Brian Smith, Juno Beach Police Department
Chief Frank Kitzerow, Jupiter Police Department
Chief John Pruiitt, Jupiter Inlet Colony Police Department
Chief Wes Smith, Lake Clarke Shores Police Department
Chief Carmen Mattox, Manalapan Police Department
Chief Duncan Young, Palm Beach Shores Police Department
Chief Clarence Williams III, Riviera Beach Police Department
Chief Thomas A. Ceccarelli, Palm Springs Public Safety Department
Chief Christopher Elg, Tequesta Police Department
Sheriff Ric Bradshaw, Palm Beach County Sheriff's Office
Chief Charles Lowe, Florida Atlantic University Police Department
Major Luis Ramil, Florida Highway Patrol
Maurice Spates, Resident Agent in Charge, Florida Department of Law Enforcement
Mike Waites, Chief Investigator, State Attorney's Office 15th Judicial Circuit
Major Camille Soverel, Florida Fish & Wildlife Commission
Lieutenant Anthony Stafford, State Fire Marshall's Office
Major Carol Owsiany-Himmel, Florida Division of Alcoholic Beverages & Tobacco
John McKenna, Assistant Special Agent in Charge, Drug Enforcement Administration (Representation Present)
Edward Thompson, Assistant Special Agent in Charge, U.S. Immigration and Customs Enforcement
Robert Shirley, Resident Agent in Charge, Bureau of Alcohol, Tobacco, Firearms and Explosives
Robert Pearce, Resident Agent in Charge, U.S. Secret Service
Stephan Robinson, Supervisory Special Agent in Charge, Internal Revenue Service
Jeff Himmel, Assistant Special Agent in Charge, U.S. Department of Labor

Advisory Members Present

Director Larry Schroeder, Criminal Justice Institute of Palm Beach State College
Joni Livingston, CJSTC Field Specialist, Florida Department of Law Enforcement
Gregory Starling, Chief Probation Officer, Florida Department of Juvenile Justice
Julie Hogan, Deputy Statewide Prosecutor, Attorney General's Office of Statewide Prosecution (Rep. by Lawonda Athouriste)

Advisory Members Absent

Dr. Michael Bell, Palm Beach County Medical Examiner
Rolando Garcia, Deputy Chief, U.S. Attorney's Office
Hon. Dave Aronberg, State Attorney, 15th Judicial Circuit
Rosalyn Baker, Circuit Administrator, Florida Department of Corrections

Guests

Commander Pat McCutcheon, Palm Beach County School District Police Department
Chief Assistant Brian Fernandes, State Attorney's Office 15th Judicial Circuit
Scott Nugent, PBSO/Fusion Center
Erica Reuter, Information and Analysis Manager, Boca Raton Police Department
Lieutenant Hal Hutchins, Ocean Ridge Police Department
Assistant Chief Mary Olsen, Delray Beach Police Department
Edgar Morley, Support Services Manager, Palm Springs Public Safety Department
Captain John Palermo, Delray Beach Police Department
Lieutenant Ann-Marie Taylor, Palm Beach Police Department
Deputy Chief Daniel Szarszewski, Palm Beach Police Department
Penny Anderson, Senior Coordinator, ISS – LEX Project
Assistant Chief Sarah Mooney, West Palm Beach Police Department
Captain David Bernhardt, West Palm Beach Police Department
Captain Anthony Kalil, West Palm Beach Police Department
Captain Tom Mitchell, Delray Beach Police Department
Colonel Ernie Carr, Palm Beach Gardens Police Department
Vanessa Snow, Riviera Beach Police Department
Megan Legall, Crime Analyst, Atlantis Police Department
Colonel Jim Stormes, Palm Beach County Sheriff's Office
Patricia Vazquez, Criminal Justice Coordinator
Ted Gonzales, LEX Countywide Program Director
Audrey Wolf, Director Facilities Development & Operations
Louis Tomeo, Director, Clerk & Comptroller Palm Beach County
John Smykla, FAU School of Criminology & Criminal Justice
Captain Robert Perez, Palm Springs Public Safety Department
Denise Vidal-Bennette, Senior Manager, ISS – LEX Project
Assistant Chief Javaro Sims, Delray Beach Police Department
Captain John Cataldo, Florida Highway Patrol
Jeff Kadel, Executive Director of the Palm Beach County Substance Awareness Coalition
Patrick Doyle, Intelligence Analyst, West Palm Beach Police Department
Assistant Federal Security Director Steven Randerson, Transportation Security Administration
Jessica Minei, Senior Crime Analyst, Palm Beach Gardens Police Department

CJC Staff Present

Katherine Hatos, Senior Criminal Justice Analyst
Ashley Carseni, Intern

- I. Welcome and opening comments by Chief Daniel Alexander, Chairman
- II. Roll Call
- III. Introduction of Guests

IV. Approval and/or additions to the agenda

The September 25, 2014 agenda was approved.

V. Approval of the minutes of the meeting of August 28, 2014

The minutes of the August 28, 2014 meeting was approved.

VI. Chairman's Comments

- a. Congratulated and welcomed Chief Jeffrey Goldman of the Delray Beach Police Department.

VII. Presentations

- a. Update on Countywide Public Safety Radio System Migration to P25

Audrey Wolf, Director Facilities Development & Operations reported that on October 7th, the Board will be considering the approval of a professional services contract with RCC consultant for services associated with the county public safety radio system and a CSA consultation services authorization which are the services necessary to prepare the design criteria package for the RFP for the county's P25 migration. Ms. Wolf wanted to make sure that everybody concerned got a copy of the board item and the CSA that was distributed yesterday. Ms. Wolf emphasized the importance of intergovernmental and vendor participation in the Scope of Work (SOW). The two milestones included in the RCC SOW are recommendation for the phased or full migration to P25, and the draft RFP. The purpose of the milestones is to ensure: 1) participation from municipalities and vendors using the system either on a full or part time basis; 2) production of a vendor-neutral RFP; and 3) addressing any issues in a timely manner.

Ms. Wolf also enumerated eight tasks included in the CSA and discussed in greater detail or depth those important to law enforcement, as well as provided relevant updates and schedule of completion. The eight tasks are: 1) assessment of the county's current system, its connected dispatch centers and end user equipment; 2) conduct stakeholder interview sessions; 3) present options for the system replacement that meets the county's needs; 4) develop design criteria package; 5) develop technical specifications and statement of work that will become the basis of the RFP; 6) provide technical support to the county in the review of the proposals and responses to the proposals; 7) assist in vendor negotiations and provide support for the agreement; and 8) prepare and present the contract for the selected vendor. It is anticipated that the RFP will be out around mid-April; a selection in June; and award of the contract in October.

Chief Yannuzzi asked with the contract awarded in October 2015, how will that impact purchasing new equipment from a fiscal year budgetary standpoint. Ms. Wolf responded that although the funds have been budgeted in this fiscal year 2015, but it will not be appropriated until 2016. Although they cannot specifically say what will be the fiscal impact at this point, they intend to include in future reports a general summary of the impact for those involved. Ms. Wolf also touched upon the \$12.50 reimbursements as requested by Chief Yannuzzi. She mentioned that there have been quite a few questions from municipal finance departments about whether invoices need to be requested by October 1st for expenditures in the previous year. Ms. Wolf advised that is a municipal issue. The resolution doesn't address the fiscal year and the December 15th deadline was established so agencies would receive their full expenditures as they don't receive the report from the Clerk's Office until approximately 1 ½ - 2 months after the collections.

b. Ebola Virus Disease (EVD) Situational Awareness Briefing for law enforcement first responders

Jillian Janicki, Emergency Preparedness Planner, Office of Public Health Preparedness of the FL Department of Health, Palm Beach County and Diana Connor, FL Epidemic Intelligence Service Fellow, Division of Epidemiology and Communicable Disease of the FL Department of Health, Palm Beach County gave a presentation on Ebola with the intention of having everyone at the same level of awareness and education on how they plan and prepare an appropriate response to an Ebola infection or outbreak situation. Ms. Connor's presentation included an overview of the Ebola outbreak; definition of the Ebola Virus Disease (EVD); transmission, symptoms, and treatment of the disease; and infection prevention and control.

Ms. Connor emphasized that an individual may be infected only from close contact with an infected person (or animal) while symptomatic, or through contact with objects that have been contaminated with the blood or other bodily fluids of the infected person. Ms. Janicki noted that their biggest project right now is a response plan at the airport; ensuring procedures are in place if a person is suspected to be infected on an arriving flight.

VIII. New Business

a. 2014 Meeting Schedule

The committee voted and agreed to move the next meeting to November 14th, Friday, 9:30 AM. The meeting will be held at the West Palm Beach Police Department's Community Room; and canceled the December meeting. An email will be sent out as reminder of the scheduling changes.

IX. Old Business: No old business discussed.

X. Committee/Workgroup Reports

- a. Book and Release Committee: No report was presented.
- b. Recruitment and Retention Committee: Chief Yannuzzi announced that Katherine Hatos will be sending out a request for data for the current quarter, July - September. He requested agencies return their information as quickly as possible to complete the report prior to the October 23rd meeting.
- c. Sexual Assault Response Team: Chief Jenkins reported that SART received a \$900,000 grant for underserved communities. They had a regional meeting on the 18th participated by eight counties and 100 individuals.
- d. Court Systems Task Force: No report was presented.
- e. Sex Offender Population: No report was presented.

XI. Liaison Updates

- a. Data Sharing: Chairman Alexander reported for Chief Kitzerow who is in Orlando for the FPCA meeting. Installation in North Palm Beach is at about 80% completion; and Riviera Beach at 50%. They have been working on the document management system for the regional intelligence meetings, trying to simplify merging of documents. Chief Yannuzzi will be chair of the Automated License Plate Recognition (ALPR) committee.
- b. Child Abuse Protocol: Chief Scheller announced that the next specialists' meeting is scheduled for October 17th at 9 AM at the West Palm Beach Police Department's Community Room. The presentation on the revised and updated protocol is slated for next month.
- c. Criminal Justice Commission: No report was presented.
- d. Criminal Justice Institute: Director Schroeder reported that they have graduation coming up on October 9th at the Gardens campus and they had one last weekend at the Lake Worth campus. Director Schroeder thanked the Chiefs who came as it made a big impression on the recruits as well as on the guests present. The 911 telecommunicator program is going well but they are having problem finding seat time in PSAPs. Director Schroeder asked for assistance to send their trainees to the other agencies' PSAPs so they can satisfy the amount of time required for certification as dispatchers.
- e. High-Intensity Drug Trafficking Area: No report was presented.
- f. High School Criminal Justice Academies: No report presented.
- g. Communications/Interoperability: Chief Mangold reported that they had a change in project managers for Harris, but that they are still on schedule

adhering to the original timeline. They anticipate the system will be fully functional and signed off on the 1st of June.

XII. Training Announcements

XIII. Member Comments

Chairman Alexander encouraged everyone to review the attachments. He reminded everyone of the LEX meeting after a five minute break. He wanted to make sure that all participants are CJIS certified. No other member comments.

XIV. Attachments

- a. Ebola Virus Disease Presentation (*on white paper*)
- b. Ebola Interim Guidance - 911 Centers Law Enforcement (*on white paper*)

XV. Adjournment

Next Meeting: October 23, 2014 Clayton Hutcheson Agricultural Center