

Community Engagement Plan – Pantops Public Safety Station, October 2015

Project Description:

This project involves engaging two specific work groups and the general Pantops community regarding the design, construction and operation of a new public safety station for the Pantops area. The two work groups are defined as follows:

- Pantops Public Safety Station Stakeholders Work Group – A group of community representatives to 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
- Pantops Public Safety Station Coordinating Work Group – A group of FEMS Board and staff charged with guiding the staffing and operations strategy for the new station

Milestones and Decisions by the Board to date:

- Board has authorized design phase of the facility.
- 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.

Public Participation Goals:

- Establish a stakeholders work group that will work closely with County staff to identify broad goals for public/private partnerships that can advance the mission of the station, promote volunteer recruitment and retention and build community support and ownership.
- Establish a coordinating work group that will guide station staffing and operations strategy.
- Keep the community aware of and updated about the design and construction process for the station.

Roles and Responsibilities:

- **Board of Supervisors** – The Board has the final decision making authority for station scope, including overall capital and operating budget.

- **Staff** – Staff will work with the Stakeholders Work Group and the Coordinating Work Group; provide complete and up to date information to keep the community informed; communicate any critical feedback to the Board; ensure that staffing and operations strategies align with currently established policies and procedures to maintain seamless and effective public safety services.
- **Pantops Public Safety Station Stakeholders Work Group** – The Stakeholders Work Group will provide suggestions and guidance for establishing positive, productive partnerships that will maximize the positive impact of the station, give guidance on effective volunteer recruitment and retention strategies, and give guidance on the best ways to reach out to and engage the general Pantops community.
- **Pantops Public Safety Station Coordinating Work Group** - The Coordinating Work Group will provide professional expertise and guidance during the development of the station’s staffing and operations strategy.

Expected Work Product:

The Pantops Public Safety Station Stakeholders Work Group is expected to produce recommendations regarding mission alignment, community outreach and partnership opportunities 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.

The Pantops Public Safety Station Coordinating Work Group is expected to work with County Fire Rescue staff to provide guidance and feedback regarding technical aspects of the station, including staffing and operations strategy.

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 members of the Board of Supervisors to serve as liaisons
- One member of the Pantops Community Advisory Committee
- One representative of the Martha Jefferson Hospital
- One representative of Westminster Canterbury
- One Pantops commercial business representative
- One representative of JABA
- One representative of State Farm
- One property owner representative
- Albemarle County Fire Rescue Chief
- One representative of the Albemarle County Police Department
- One representative of the Albemarle County Executive’s Office

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

- Representatives from the County Fire Rescue Department
- Representatives from the FEMS Board including East Rivanna Station
- Representative(s) from the Office of Facilities Development