

# Pantops Public Safety Station Stakeholders Implementation Work Group Charter

## Background

In November 2015, the Board approved the creation of the Pantops Public Safety Station Stakeholders Work Group (PSWG) to work with staff and the Board to develop strategies and recommendations to support the new Pantops Public Safety Station in the following 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

The PSWG met monthly from February 2016 – September 2016 to fulfill their charge, culminating in a presentation of [recommendations](#) to the Board on September 7, 2016. The recommendations provided several strategies across the three areas with strong stakeholder support. The PSWG has expressed a desire to continue meeting in order to support the implementation of the recommendations as the station enters a critical phase – volunteer recruitment in advance of the opening. It is also recognizes that including additional stakeholders representing a broader cross-section of the community will enhance the group's ability to achieve its goals.

## Proposed Charge

The Pantops Public Safety Station Stakeholders Implementation Work Group (PSIWG) will oversee the implementation of the recommendations devised by the Pantops Public Safety Station Stakeholders Work Group (PSWG) and accepted by the Board of Supervisors. Specifically, the PSIWG will focus on strategies identified to support volunteer recruitment and retention and productive partnerships. The PSIWG will also provide a recommendation on the structure of a long-term community-based group to support the station.

## Goals

The goal of this Implementation Work Group is to implement the strategies of the Pantops Public Safety Station Stakeholders Work Group Recommendations (September 2016) by:

- Working with area residents, businesses, and civic partners to build community support for the Pantops Public Safety Station
- Assisting in the recruitment of 25 trained volunteers
- Develop a recommendation on the structure of a long-term community-based group to support the station

## Expected Work Product

The Pantops Public Safety Station Stakeholders Implementation Work Group is expected to produce a final report to the Board of Supervisors that highlights successful strategies for volunteer recruitment and retention, community-building and productive partnerships, and a recommendation on the structure of a long-term community-based group to support the station. The report will serve as a case study for future volunteer recruitment efforts.

## General Timeframe

The Pantops Public Safety Station Stakeholders Implementation Work Group will present to the Board of Supervisors within four months of the opening of the Pantops Public Safety Station.

## Roles and Responsibilities

- **Board of Supervisors** – One member of the Board of Supervisors will serve as liaison to keep the Board informed on the progress of the PSIWG and to provide information and context to the Work Group as needed.
- **Staff** – Work cooperatively with the PSIWG; 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 Implementation Work Group** – Work to implement the Pantops Public Safety Station Stakeholders Work Group Recommendations; promote community support for the station; and provide a recommendation on the structure of a long-term community-based group to support the station

## Membership Selection

The Pantops Safety Station Stakeholders Implementation Work Group will be appointed by the County Executive. The Work Group will have 12-15 members and will be composed, at a minimum, of the following representatives:

- Members of the Pantops Public Safety Station Stakeholder Work Group
- Representative of Area Civic Organization(s), for example places of worship, schools
- Representative of Small Businesses
- Residents, for example representative of area homeowners associations, senior living residents
- One Board of Supervisors liaison
- Staff
  - Fire Rescue Chief and/or designee
  - Police Chief and/or designee
  - Deputy County Executive and/or Designee