

**Commonwealth of Virginia**

**PRIVATE SECURITY SERVICES ADVISORY BOARD**

**July 13, 2004  
Quarterly Meeting Minutes**

Richmond, Virginia

**Call to Order:**

At approximately 10:00 a.m., Chair Mary Kay Wakefield called the meeting to order for the Private Security Services Advisory Board (PSSAB)

**Opening Remarks:**

Chair Mary Kay Wakefield thanked all who attended. Chair Mary Kay Wakefield announced that Kevin Hodges with Loomis, Fargo was reappointed to the PSSAB for a term of four years, expiring June 30, 2008.

The new appointees are:

Carl Fisher with APT as the Private Security Services Business Representative to fill the term vacated by Robbie Robertson. His term will expire June 30, 2005.

Tom Turner with Roanoke College as Conservator of the Peace Representative was appointed to a two-year term that will expire June 30, 2006.

Deputy Chief James Cervera with Virginia Beach Police Department for a two year term expiring June 30, 2006. Unfortunately the Deputy is unable to make this meeting because he is taking a class at Harvard University for the month of July.

**Attendees:**

Chair Mary Kay Wakefield, Dennis VanDuzee, Carl Fisher, Brent Fortner, Deborah Alyward, Kevin Hodges, Steven Martin, Sean Creamer, Christopher DiMartino and Thomas Turner.

**Absent:**

Deputy Chief James Cervera  
Robert Shuster

**Approval of Minutes:**

Dennis VanDuzee moved the minutes of the March 23, 2004 meeting of the PSSAB be approved. Christopher DiMartino seconded the motion. Minutes were unanimously approved.

**Election of Officers:**

Chair Mary Kay Wakefield stated that as the current chair, having served two years, she was not eligible for re-election as chair. Dennis VanDuzee as Secretary is unable to seek appointment as Secretary but is eligible for Vice Chair or Chair.

The Chairperson's responsibility is to preside at all meetings, insure that the Advisory Board is in compliance with FOIA, the By-Laws as issued by the Criminal Justice Services Board and the PSSAB Procedural Manual.

The Vice Chair's responsibilities are to assist the Chairperson in all matters involving business of the PSSAB. In the absence of the Chairperson to conduct the public or executive meeting. The Vice Chair will be a voting member of all committees formed by the Chair.

The Secretary will call roll at each PSSAB meeting and record the attendance. The Secretary will make sure that the minutes are taken at each PSSAB meeting and insure that they are posted to the DCJS website within ten business days

A motion was made by Mr. DiMartino and seconded by Mr. Hodges to nominate Mr. Fortner as Chair for the PSSAB.

Chair, Mary Kay Wakefield called for a vote on the motion to nominate Mr. Fortner as Chair for PSSAB. Motion passed unanimously.

A motion was made by Mr. VanDuzee and seconded by Mr. Creamer to nominate Mr. Hodges as Vice Chair for the PSSAB.

There being no further nominations, Chair Mary Kay Wakefield closed the nominations. Motion passed unanimously.

Chair, Mary Kay Wakefield called for a vote on the motion to nominate Mr. Hodges as Vice Chair for PSSAB. Motion passed unanimously.

Mr. Fortner, Chair, appointed Mr. DiMartino as Secretary for PSSAB.

Chair W. Brent Fortner welcomed all in attendance and stated how much the Board appreciates participation from the industry.

### **DCJS Report:**

- Leon Baker announced that Lisa Hahn is, at long last, the Chief of the Private Security Services Section.
- Ms. Hahn reviewed additional staff changes. Robbie Robertson joined their staff May 10, 2004 and is in charge of the fingerprint section as well as assisting Bob Hood and Jennie McLamb with the Training. They are finally back up to number of staff members they had a few years ago. The Private Security Services Section is going to be taking on some new programs.
- Marilyn Reed was out on extended leave and is now back to work. Claudette Ellett has returned to work following surgery. Ellen Spain had her baby girl May 18, 2004. She returns from family medical leave August 16, 2004, just in time to take over the bulk of the Special Conservator of the Peace applications which are flooding in right now. Monica Cooks from the front desk has been assisting with

the Special Conservator of the Peace applications. This has lowered the percentage of answered telephone calls so they have a temporary person backing up Monica Cooks.

- For the first time, they are going to close their offices next Wednesday. Ms. Hahn is taking her staff off-site for a meeting. They will be working on team building, their mission and their goals.
- The end of year information is not final; they still have to pay some bills from April, May and June.
  1. Year to date revenue is 2.2
  2. Year to date expenditure is 1.9
  3. Set aside for the Commonwealth Budget Reduction Plan has been paid in full, \$255,000.00 and
  4. Cash on hand is \$463,000.00.

They were not fully staffed this year and the staffing will take a huge hit on the cash on hand and expenditures. Also they went to a two-year renewal program for the same cost previously paid for a one-year renewal that reduces of revenue.

- Major differences for 2004-2005
  1. Increase in staff,
  2. Reduced renewal revenue and even though we are going the decals for renewal applications.
  3. DMV is charging us 30% more for any cards they make for us, effective July 1, 2004.
  4. Additional regulatory programs, bail bondsmen in May 2005 and bail recovery agents in October 2005.
- They received a positive response to the announcement that they were going to issue decals for renewal registrations. We need to remember that the issuance of decals is a temporary measure to get us through until they can implement a permanent solution. Options available:
  1. New Regulation that will allow a fee to be charged for a photo identification card, that would take approximately 18 months to implement.
  2. DCJS to issue an identification card used in conjunction with a state issued ID card. This card would be like the current Firearm Endorsement card, a self laminated, no photo option. This option would take 1 to 2 months to implement; they already have that card stock. They could do this for 6 cents per card verses \$10 per card at DMV.
  3. Initiate a request for proposal for DCJS to issue a photo identification card. Ms. Hahn set up a meeting with a vendor and found out that for 1/10<sup>th</sup> of cost to DMV, they could do this with the industry's participation. They would have to issue digital cameras and backdrop to each Training School and the

schools would email the photos to the Department. They would have to add a temporary position or two to handle the issuing of these cards. Would take probably a minimum of 4 months to implement. They would like to have training on this at the conference in October.

- In the Line of Duty, in Memoriam, being established on Private Security Services website with an announcement at the conference.
- There were Orientation Manuals for our new PSSAB members. Current members received 4 inserts for their manuals.
- In the past year and a half they have attended several meeting regarding Terrorism. Mary Kay Wakefield, Brent Fortner and Ms. Hahn attended a weeklong terrorism training that was put on by DCJS Law Enforcement Section, so that they could come back and develop a three-day training for Private Security. They did receive word that they are receiving the grant money and it will be used for this training.
- Terry Sullivan of Hanover County asked if the Private Security Businesses in Hanover County would like to participate in the City-Watch, which is an automated telephone and email notification system that disseminates emergency information to all businesses; bank robberies, homeland security threat levels, etc. When this has been set up with all the Private Security Businesses in Hanover County who want to participate, this would be a great opportunity for a press release. All surrounding counties will probably want to implement this program.
- One of the initiatives on the Governor's desk is to recognize Private Security and make it a part of the whole Homeland Security Commonwealth Preparedness, the Fusion Center, etc.
- The department is finalizing speakers for the conference. Registration fee may have to go up this year due to low sponsorship.
- Solicitation for work group participation. The department is going to have to begin new regulations because of the detector K-9. Depending on the decision the department makes as to which way to go, they might have to put the fee for photo ID's in the regulations too.
- Burt Walker reported that with the passage of the detector K-9 regulation legislation we need to develop regulations to incorporate changes to bring the individual registrants and procedures into place. The department will be sending out solicitation letters for volunteer participation in the workgroup.
- The department will also be sending out solicitation letters for volunteer participation in the bail bondsmen and bail enforcement agent workgroup.
- If interested in participating in a workgroup, don't hesitate to send Mr. Walker an email and he will be in contact with you.

- The department has now on the website an alternative training page which lists a number of training available. Online training is now available through Automation Precision Technology. Mountain Empire Community will be offering online training as a college course in the near future. They are proceeding slowly because they have to train the department's staff for them to be able to develop the program that is going to be taught in this 16-hour compliance agent course.
- There are a number of Training Schools that offer specialized training, Central Training Academy, National Rifle Associations and Security Operations Services offer in-service training for instructors. Another area is conferences; of course we have our conference on there because we recognize our training. The department encourages anyone who knows of conferences that are taking place that provide legitimate training, get us the information ahead of time so the department can approve this training and put it on the website so that an individual will know prior to attending the conference is the training will be accepted by DCJS. Seminars that various associations put on or provide training are the same process.
- The Frequently Asked Questions and the How to Apply web pages will be ready soon. They have been sent to the Webmaster.
- Since the last PSSAB meeting March 23, 2004, the department has had 27 businesses that were declared Null and Void because of expired insurance. They have had 15 self audit completed and turned in and have conducted 4 field audits in conjunction with investigations. The department staff has processed during that three-month period of time 19,456 applications and conducted training for 124-compliance agent entry level, 197 compliance agents in-service, 9 general instructor entry level, 19 general instructor in-service training, 3 firearms instructor entry level and 7 firearms instructor in-service training.
- The enforcement section during that 3-month period closed 35 cases, the majority of these for unlicensed activity. They are really putting the focus on identifying those individuals who are providing private security services who have not chosen to or do not know that they are required to get a license.
- The department has a new position in customer service. They will be conducting interviews on July 29<sup>th</sup> and 30<sup>th</sup>. They will interview 15 individuals out of 124 applicants. Hopefully they will have that position in place by August 15, 2004.
- Leon Baker introduced Bobby Mathieson, Deputy Director of DCJS. Mr. Baker went on to say that back in April, George Foresman, who is in charge of the Commonwealth Preparedness for the Governor's office, has taken over for former Lieutenant Governor Hager, mentioned in a speech mentioned how Private Security hasn't been involved as it should be and recognized as one of the first responders. He did this with no prompting from Private Security.

## **Committee Reports:**

### **Homeland Security Preparedness Committee**

Mr. Creamer reported that the Homeland Security Preparedness Committee continues to work on the committee's official formation, initial concept / history ideas, partnerships with police / fire /EMS, the Private Crime Prevention Practitioner program, committee members and follow-up communications; "Promise 04 a project headed up by the National Guard in concert with the Secure VA Panel. They have invited Private Security representatives to be involved in a simulated emergency preparedness exercise; on-line training modules being developed for the 24-hour PCPP program; and DCJS/Private Security Services applying for specific training grants under the "First Responder" initiatives by state and federal government services.

Mr. Creamer reported that during a previous committee meeting, David Muchowski, a retired Captain from the Portsmouth Police Department, currently working as the Training Director for the Chesapeake Police Department, gave a presentation on developing law enforcement relationships between security and law enforcement. He highlighted some very interesting aspects on Virginia Gang activities. He spoke on the training program developed by the Roanoke Police Department for the standardization of threat response issues being utilized in several key police departments throughout the state.

The committee attended several meetings:

Mr. Creamer attended a meeting with the Fort Lee Force Protection Advisor regarding what the military is doing and looking at in the Richmond, tri-cities area.

Members of the committee attended a secondary follow-up meeting with the Henrico Police Department and the Richmond Sheriff's Department. Very positive responses from each of those agencies.

The committee passed a motion to have a DCJS/Private Security Services representative attend a Crime Clinic and make a presentation on behalf of the Private Security Industry.

The committee discussed different options to deliver educational messages to both the law enforcement community and the general public through attending more conferences and law enforcement events, developing a power point presentation to assist in these presentations, and are looking into developing a video to use as a public service announcement and educational avenue for law enforcement agencies by use of DVD and tape.

The committee agreed focus more on, implementing and developing a few goals rather than a fragmented approach.

Chair Fortner added that it appears Lisa Hahn will be added as a speaker at the Virginia Crime Clinic.

### **Training Committee**

Steve Martin will present the report on the Training Committee at the conference, October 5, 2004 in Virginia Beach.

### **Conference Committee**

Christopher DiMartino reported there are 5 paid vendors, 10 official sponsors for the conference. Currently at \$10,000.00 combined. Good committed I.O.U. for another \$15,000.00; some of the corporate sponsors we are going after will probably triple that amount. They are trying to get corporate to recognize that the Private Security Industry are First Responders.

### **Legislative Committee**

Kevin Hodges passed out an amendment to the procedures manual. Would ask that this amendment be added to our Procedures Manual at the October meeting. (Copy attached)

### **Harold McCann Committee**

Steve Martin, Committee Chair moved that the Harold McCann Award Sub-Committee of the Private Security Services Advisory Board convene in Closed Meeting (Executive Session) pursuant to Section 2.2-3711 paragraph A.10 Code of Virginia for consideration or discussion of honorary degrees or special awards in the matter of Harold McCann Award. Additional, he recommend that Lisa Hahn and Burt Walker attend the Closed Meeting (Executive Session) because their presence in the Closed Meeting (Executive Session) is deemed necessary. Ms. Aylward seconded the motion. The motion carried unanimously.

### **Closed Session:**

Mr. Martin made a motion and second by Mr. Hodges to go into executive session per 2.2-3711 to discuss the nominees of the Harold L. McCann Memorial Award. The motion was unanimously approved.

Mr. Hodges certified that the board complied with the guidelines of 2.2-3711 and asked for a vote. Motion carried unanimously.

The recipient for the Harold McCann award has been selected and will be announced when the award is presented at the Conference on October 5, 2004.

### **OLD BUSINESS:**

Deborah Aylward reported that at the last PSSAB meeting she had suggested the formation of a PR Committee. Since that time she learned that Eileen Guertler of the department would be willing to accept press releases, public service announcements and, after approved, disseminate to media outlets within the Commonwealth.

Private Security needs to increase public awareness of who they are and what they do. Ms. Aylward passed out a sample press release to show how little information is required to be considered newsworthy. (Copy attached)

If you identify or can think of anything newsworthy, Ms. Aylward said she would volunteer to help draft a press release that we could give to the department for dissemination. The object is to make Private Security Services a household word.

## **NEW BUSINESS:**

Chair Fortner stated that under New Business there were several speakers.

Pat Harris, Executive Directors of the Virginia Crime Prevention Association. VCPA has been working in partnership with DCJS on the PCPP certification program. VCPA has been tasked with the responsibility to provide the crime prevention training part of this designation. Designation requires that you attend the 24-hour basic crime prevention course; receive 16-hours of additional training; be a certified instructor; submit a fingerprint based records check. Once you meet those requirements, you will receive the certification from DCJS.

The idea behind the development of this designation was to recognize the roll that private security plays in being a First Responder and provide additional certification and training opportunities to private security that they have not had in the past mainly in the area of crime prevention.

Currently VCPA is assessing the progress of the program to determine if they are reaching the right audience, and if the training is on track. VCPA plans to develop additional training from this assessment to make it available to as many people as possible.

VCPA has found out that the training was designed more for the First Responder, Security Officer, the line level officer; the people who have been attending our training are the specialists and in many cases, we are not teaching them anything new. VCPA is trying to determine how to get down lower in the security organization to make sure we reach the target. One possibility would be doing on-site training at security organizations.

**Chuck Tobin** with At-Risk Protection and Investigations reported that he spoke with Lisa Hahn about his effort to initiate a Job Task Analysis for Personal Protection Specialists that was done by Private Security Services. He would like to conduct a Job Task Analysis similar to what DCJS did for Security Officers and Private Investigators.

## **PUBLIC COMMENT**

**Bill Stollmans**, Vice President of PIAVA thanked Lisa Hahn for implementing the decal solution. When budgets hit the DMV the past two years, PIAVA had numerous member complaints of three and one-half to four hour waits at DMV just to get that card. Earlier this year the picture was already digitized, you got the same picture you already had, all you got was the expiration date changed and the long wait. Since Lisa Hahn announced the decal proposal in March, PIAVA has not had a single complaint.

Mary Kay Wakefield for **Sharon Kenney**, State President of the Virginia Burglar Fire Alarm Association. The VBF AA is in strong support of the decals as a temporary measure and that our industry has been almost giddy over not standing in those DMV lines.

There being no further business to come before the Board and there being no objections, Chair Brent Fortner adjourned the meeting.

**Public Attendees:**

James H. Rowe  
John Grubbs  
Harry Merchant  
Edward Decher  
John Kochensparger  
Landon White  
B. E. McCrory, Jr.  
David L. Brown  
George Haudricourt  
Mike Rowe  
William J. Stollmans  
Kim B. Buckner  
Chuck Tobin  
Brian Shahkarami  
Bobby Mathieson  
Patrick D. Jarros VCPP  
Larry Daniel  
Judith Daniel

## **Section 4 – Procedures of Committees**

### **E. Legislative Issues**

Any matters relating to legislative issues should be brought to the attention of the Private Security Advisory Board (PSSAB) by either the Department of Criminal Justice Services, Private Security Section, and/or Private Security industry members of associations. The Advisory Board's role in these matters is the same as found in the Code of Virginia, § 9.1-143;

*“The Private Security Services Advisory Board is established as an advisory board within the meaning of § 2.202100, in the executive branch of state government ...The Private Security Services Advisory Board shall be appointed by the Criminal Justice Services Board and shall advise the Criminal Justice Services Board on all issues relating to regulation of private security services businesses.”*

The PSSAB recognizes the need for a legislative liaison committee to complete its role in advising the Department of Criminal Justice Services, industry members, and the associations. Therefore, the PSSAB Chair will appoint no less than one PSSAB member to serve in this manner. The liaison committee shall attempt to attend all industry/association meetings regarding pending legislation involving private security services. The liaison committee shall not initiate nor facilitate legislative meetings. The liaison committee shall present suggested changes to the PSSAB. The measure(s) will then be voted upon to either endorse or oppose.

It will be the responsibility of the association or industry individual to obtain a patron for legislative action. No member of the PSSAB, acting on behalf of the PSSAB, shall seek to obtain a patron for legislative action. No member, acting on behalf of the PSSAB, shall lobby or address the General Assembly on pending legislative action unless approved by the PSSAB Chairperson and the Department of Criminal Justice Services.

It is in the best interests of the Advisory Board, the Department, and the private security industry/associations, to ensure that any legislative recommendations are presented to the General Assembly in a cohesive, professional, and respectful manner. Any person(s) of the private security industry that do lobby should understand that their efforts and representation is a reflection of the industry and its members and they should conduct themselves accordingly.

**FEDERAL AIR MARSHAL ASSOCIATION VOTES TO ACCEPT  
FEDERAL FLIGHT DECK OFFICERS INTO MEMBERSHIP RANKS****FOR IMMEDIATE RELEASE**

HUNTLEY, Illinois — Earlier today the Federal Air Marshal Association (FAMA) Board of Directors voted unanimously to allow Federal Flight Deck Officers into their membership ranks — a decision which also included a majority vote of its current Federal Air Marshal (FAM) membership.

Soon after 9/11, Congress mandated the federal government to develop policies, strategies, and plans for dealing with threats to transportation security. Their response was passing the Arming Pilots Against Terrorism Act, which mandated the government to establish a program that trained, equipped, and deputized pilots of American air carriers as official federal law enforcement officers while flying.

These newly trained pilots became Federal Flight Deck Officers (FFDOs), who are now assigned the duty of protecting and defending the cockpits of aircraft against any and all acts of criminal violence or air piracy.

The majority of current FAMA members, which is entirely comprised of flying front-line Federal Air Marshals, strongly believe the inclusion of FFDO's into their organization will introduce a vital communications link between the flying FAMs and their armed comrades in the cockpit.

“The inclusion of FFDO's into our fraternal organization”, remarked FAMA president Terry M. Babb, “will create an environment of meaningful interaction between two groups of professionals who are the last line of defense in the event of a hijacking. Previously, there has been little, if any, communication or interaction between the two groups”, — which is ironic since both FAMs and FFDOs work together on a daily basis, usually just feet apart.

According to Babb, FAMA now offers on their website separate full service discussion forums exclusive to both FAMs and FFDOs, but when the two groups wish to interact, a new FAM & FFDO joint forum has been designed to allow both groups of professions to discuss important topics such as policies, strategies, and training issues.

“It is my hope”, says Babb, “to soon see FAMs and FFDO's training together at their respective hubs, and creating a teamwork atmosphere between these dedicated law enforcement professionals, thereby strengthening our civil aviation defenses against any and all future acts of terrorism.”

Current FFDO's who are employed by an American passenger or cargo air carrier, and who have been flying in this capacity for a minimum of 120 days, may immediately apply for membership with FAMA at: [www.Safe-Skies.org](http://www.Safe-Skies.org).

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