

**Public Safety Commission  
Meeting  
18 September 2014**

The Public Safety Commission's (PSC) monthly meeting was held on Thursday, 18 September 2014 at 7:00 PM in the first floor conference room (former town library) of Town Hall. Present: Commission Chairperson Cindy Collier, Commission Members Terri Hollingshead, Scott Stavrou and Rick Byrd. Also present PSC Council Liaison Sean Haardt of the Mayor and Council (M&C) and Donna Burcker Special Administrative Assistant to Chief Stanford of the Boonsboro Police Department (PDB). Absent from the PSC was Marty Love with prior notice. No guests were present.

**WELCOME:**

Collier welcomed those in attendance and passed out the meeting's agenda and minutes from the August 2014 Public Safety Commission (PSC) meeting.

**MINUTES:**

Collier allowed for a few minutes review of the August 2014 PSC minutes. Motion Stavrou second by Hollingshead to officially approve August 2014 minutes. Motion carried.

**Stavrou Resignation of PSC Secretary Position**

Stavrou announce his resignation as PSC Secretary. Collier made the nomination of Byrd for PSC secretary. Motion Stavrou second by Hollingshead to officially approve Byrd as PSC Secretary. Motion carried.

**National Night Out Review**

Stavrou discussed holding the fire company from spraying water until after the magician is finished. Spoke of how the magician was abruptly interrupted before his show was finished. Stavrou also mentioned potentially separating Mt. Nebo and Antietam Dairy ice cream booths to give better access and exposure to both groups. Haardt mentioned how we ran out of ice later in the evening. Haardt recommended we start with 30 bags of ice next year to avoid shortages. Collier discussed having someone to "run food" to the volunteers so they have a chance to eat before the food is gone. Hollingshead mentioned not having food prep utensils at the start of NNO, Hollingshead quickly returned to her home and brought back utensils. She mentioned we should prepare to have more food prep utensils next year. Haardt mentioned the condiment squeeze bottles were a success and helped to expedite food lines. Haardt recommended purchasing 3 more squeeze bottles for next year. Haardt mentioned the need for a storage tub/bin to store previous year's supplies for next year. Collier expressed the need to inventory the left over give away items such as tattoos and pencils. Collier expressed concern about finding the NNO sign from last year's event for next year to help with exposure. Collier discussed making sure that all volunteers were thanked properly and thank you notes/letters were sent. Donna Burcker recommended that names of volunteers should be added to the quarterly town newsletter that is sent with the utilities bill by the town. Haardt mentioned potential alternate locations for the Bookmobile to gain exposure, Donna Burcker mentioned she didn't even know the Bookmobile was present. Haardt expressed how well the maps that Collier made of the park layout for the NNO helped during the event.

**New Business**

Haardt expressed his thoughts about potentially re-writing the PSC Charter. Haardt Mentioned possibly adding two members to total seven on the commission. Haardt also discussed the possibility of changing the appointed terms to two and three years, leaving three members and four members on the commission on alternating years. Collier and Haardt suggested speaking with Megan Clark about the potential of re-writing the Charter.

**M&C Report**

Haardt had no news to report to the PSC

**BPD**

Chief Stanford was not in attendance due to vacationing. No police report was given. Donna Burcker attended in his absence and introduced herself as the Special Administrative Assistant to Chief Stanford.

**ADJOURNMENT:**

Motion by Stavrou, second by Hollingshead to adjourn at 8:52 PM. Motion Carried. Next PSC meeting to be held 16 October 2014 at 7:00 PM.

Respectfully submitted,

/s/

Cindy Collier,  
Public Safety Commission Chairperson