



*Leo S. Lutz, Mayor  
Kelly Murphy, Council President*

*Robert L. Pfannebecker, Solicitor  
Greg Sahd, Borough Manager*

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Public Safety Committee Minutes

Chair: John Novak

Vice Chair: Fran FitzGerald

Member: Mary Wickenheiser

Alternate: Pam Williams

**February 8, 2017**

**Members in Attendance:**

John Novak – Chair      Fran FitzGerald – Vice Chair      Pam Williams – Alternate  
Mary Wickenheiser – Member - Absent

**Borough Officials and Staff in Attendance:**

Leo Lutz – Mayor      Greg Sahd – Borough Manager      Steve Kaufhold – Codes  
Department

**Guests in Attendance:**

Frank Doutrich – Citizen  
Doug Kemmerly – CBF D Chief  
Mark Fritz – CBF D Board President  
Candy Prescott, Adam Madden, Josh Worth – SVEMS  
Tyler Seibert – CQRS/QEMS  
Tara Rayka – The Leukemia & Lymphoma Society (UFR)  
Representative – Holy Trinity Men's Club (UFR)  
Representative – Catholic War Vets (UFR)

The February 8, 2017 meeting of Columbia Borough Public Safety Committee was held at the Columbia Borough Council Chamber in the Municipality Building, 308 Locust Street. Meeting was called to order at 6:45pm by Committee Chair – John Novak. The Pledge of Allegiance to the Flag commenced upon the call to order.

**Order of Business:**

An introduction of the 2017 Public Safety Committee Members: John Novak – Chair, Fran FitzGerald – Vice Chair, Mary Wickenheiser – Member (absent), Pam Williams – Alternate.

**Approval of the November Public Safety Committee Minutes** from January 11, 2017.

Motioned by Vice Chair FitzGerald, Second by Alternate Member Pam Williams. Passed unanimously.



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All members were advised that their meeting packets contained the following reports from January 2017 for review: CBPD Report, CBFD Report, CB Codes Department, CBSD SRO Logs and CQRS/QEMS. Missing reports – SVEMS.

New Business:

Review of Use of Facilities Request:

Discussion on submitting parties’ responsibilities for UFRs review to Public Safety Committee (see addendum). Note: all submitting parties were contacted in advance about required attendance.

SVCC – 5k River Run – May 27, 2017 – 7am-10:30a. .... **Tabled** without representation

Holy Trinity Men’s Club – Annual Family Festival – June 7,8,9,10, 2017 – 6pm-10pm each evening – Closure of 400 Block of Cherry Street (event held in the OLP parking lot) Request for safety of attendee on adjoining street. Motioned to move to Full Council (2/13/17) for consideration by Williams, Second by FitzGerald. **Passed unanimously.**

Columbia Market House – Outside Guest Vendor Area – June 10, 2017 – 9am-4pm. .... **Tabled** without representation.

SVCC – Thunder on the River Car Show – June 17, 2017 – 6:30am-5pm. .... **Tabled** without representation.

SVCC – 36<sup>th</sup> Annual Antique, Art & Craft Show – June 24, 2017 – 5am-5pm. .... **Tabled** without representation.

SVCC – River Town Hops – Beer Tasting – August 5, 2017 – 12:30pm-9pm. .... **Tabled** without representation.

SVCC – Feet in the Street Art Show – September 16, 2017 – 11am-2pm. .... **Tabled** without representation.

SVCC – Bridge Bust – October 7, 2017 (RD – October 14) – 4am-6pm. .... **Tabled** without representation.

SVCC – 5k MAG Fall Flash – November 4, 2017 – 7am-10:30am. .... **Tabled** without representation.

The Leukemia & Lymphoma Society – Light Up the Night Walk – 8am-3pm – Veteran’s Memorial Bridge Closure. Motioned to forward to Full Council (2/13/17), pending verification



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of receipt of Certificate of insurance, PDOT approval and Wrightsville Borough approval by Williams, Second by Fitzgerald. *Passed unanimously.*

Note: all tabled requests submitted, by non-represented parties have been notified of next PSC meeting date (3/8/17) for review of UFRs.

Continued Discussion:

Update on Citizen Petition – Intersection of Chestnut & 7<sup>th</sup> streets – COMPLETE

Update on PP&L underground transformer – 100 block of Locust Street – awaiting a report of codes inspection report by Jeff Helm (called out of meeting – no report). To carry.

EMC/EMOC discussion by EMC, Jeff Helm.

Discussion tabled – to carry. EMC Jeff Helm Called out of meeting to attend to Borough Business.

New Business (continued):

Codes/Safety Review – Steve Kaufhold, Codes Officer (see addendum):

Discussed homeowners/Renters/Landlord responsibility and timing for clearing sidewalks – snow/ice. Fines for non-compliance were discussed. *Mayor noted that the ordinance should be reviewed by codes to review with legislation for possible consideration of timing requirements and restrictions.*

Codes Department is refocusing on codes compliance for homeowner and landlord properties.

Codes Department has a stronger focus on Rental Properties – COO follow-up, Code inspections and follow-up. it was noted that there are several outstanding Rental License Fees currently past due, 30 Day Notices have been sent (Landlords could face condemnation of properties for violations). Frank Doutrich (citizen comment) noted that he hoped all landlords would be treated fairly, Steve Kaufhold assured Mr. Doutrich that they are and will be. Kaufhold noted that 50 30 day notices have been sent out to Landlords with unlicensed properties. Follow up actions will be forth coming.

Kaufhold noted that there are currently 38 Condemned Properties in the Borough, 34 Blighted Properties, with an additional 12 properties under review for Blight since January 2017.

The new Codes Officer (Steve Kaufhold) was commended for his focus and dedication in improving on the safety issues codes, moving the Borough in a positive forward motion. Commented by Councilman Novak.



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Kaufhold brought up safety issue brought to the Codes Department by a School Crossing Guard. An ADA compliant corner curb at Locust and 5<sup>th</sup> streets. In colder weather the ADA for the Blind inserts (a plastic/rubber insert) becomes slippery due to the incline from the sidewalk to the street level. It was noted that Ron Miller (Director of Public Works) has been notified and will salt the 2 corners at the time the highway department salts the two adjacent corners that are Borough responsibility.

Citizen request for review of safety issue – vehicle and pedestrian – on Manor Street between 9<sup>th</sup> and 10<sup>th</sup> streets. There was no citizen representation from request present at discussion. Request from citizens forwarded to Safety Committee through CBPD Chief (not present at meeting). The following information was noted to committee: Number of vehicle reported accidents over the past two-year period in the vicinity of complaint area was 15, including one (1) fatality. Input was received by the present member of the CBFDP (area for review is adjacent to their property). The Mayor also had input and comments on this stretch of road. Due to the complexity of the area, the required need for more study and the unavailability, at this discussion, of the citizens responsible for the request for review or the CBPD Chief, this issue will require additional research, discussion of possible solutions. It will remain on the Safety Committee agenda until a resolution can be secured.

The SVEMS requested discussion of a non-agenda item:

The participants of the discussion were SVEMS and CQRS/CEMS organizations. The discussion initiators were SVEMS members present (as listed above) expressing their concern over the CEMS vehicle being put into service (an ambulance) in direct competition with the service their organization (SVEMS) provides without due conversation, notification or discussion. It was brought up to SVEMS through Lancaster County 911 Dispatch that the CEMS vehicle (ambulance) had been registered and assigned a “second call” status, in direct “violation” of prior discussions use of the CQRS vehicle. It was explained, by the CQRS/CEMS representative present (Tyler Seibert) that the organization was not yet ready to put the vehicle in service, but was the beginning steps in doing so through the 911 dispatch. Seibert noted that the organization had not requested the “second call” position, it was assigned for testing and initialization of participation in the Lancaster County 911 dispatch system.

About 45 minutes of discussion followed with input from all members of the organizations present, including SVEMS, CQRS/CEMS, CBFDP, the Mayor and members of the Public Safety Committee and the Borough Manager.

As the deciding authorities of SVEMS and CQRS/CEMS were not present, Chair Novak suggested/recommended that the parties represented here at the meeting take back to their directors (Mr. Fitzgibbons and Mr. Splain) the importance of speedy meeting between the two organizations (and the Safety Committee) to discuss these issues and come to resolutions in an acceptable manner to all parties. The issues noted from the discussion: A. The lack of professional communications between the two service providers (SVEMS/CQRS/CEMS) in regards to their cohesive cooperative efforts in providing QRS and EMS to the Borough of



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Columbia. **B.** The difference of use of the CEMS ambulance vehicle from prior discussions held at the December 2016 Public Safety Committee Meeting in a presentation of the new CEMS vehicle by Frank Splain, Director of CQRS/CEMS. **C.** the "call order" of the CEMS vehicle, as assigned by the LC91 ICC. **D.** The ability of CEMS ambulance to provide transport of patients in certain classes of calls (requiring paramedic assist) that require a paramedic assist at location or "on route" to a medical facility. **F.** A lack of co-operative effort and agreement on split billing between the two organizations to avoid double billing to the citizens of our Borough. (Note: there may be other issues not mentioned that must be addressed by the parties.) **G.** The Borough is looking for clarification of the previous commitment from CQRS to continue to provide a minimum of two manned and in service QRS vehicles availability dedicated to Columbia, as agreed.

It was asked when the CEMS ambulance would be ready to begin its service in Columbia. It was noted by Mr. Seibert that it could be able to begin limited service as soon as a week and a half. Chair Novak impressed upon both organizations that they meet ASAP to discuss and resolve all issues about the CEMS vehicle, services it would provide and a co-operative effort to eliminate the possibility of double billing for services provided in cooperation with the two organization.

Closing Remarks:

Next Public Safety Committee Meeting will be held on the second Wednesday of March. March 8, 2017 at 6:00pm (Followed by the Legislation Committee Meeting)

Motion to adjourn: Vice Chair, FitzGerald      Second: Alternate Member, Williams  
Unanimously passed  
Adjourned at 8:45pm

Respectfully submitted,  
John Novak  
Public Safety Committee Chair

## Use of Facility Request Review Discussion

### Public Safety Committee Meeting

February 8, 2017

The Public Safety Committee, of the Borough of Columbia, is responsible for the initial review of all public requests for events, in which an organization/group/individual that would require utilizing any Borough roads/alleys/public streets/ byways or public walkways and require the use of additional Borough facilities, equipment or personnel.

The Public Safety Committee therefore requests that all organizations/groups/individuals be present at the Public Safety Committee Meeting in which a UoFR will be reviewed. The reason for this request is to have a representative present during this committee review of the request, so in the event a question or discussion on their request, a responsible, informed representative can participate to move the request forward. Columbia has already received over 12 requests for 2017 and over 40 for 2016. 22 of the 40 from last year required road closures.

The Safety Committee is a first review of the fore mentioned requests and as approved by the committee, they are forwarded to Full Council for final approval.

Safety of our citizens and visitor, along with safe accessibility to and through our town are two main focuses of this committee. Each year brings new challenges and opportunities to our community and our visitors in an ever-changing world climate that requires more review and discussions that will help to proactively insure the safety of our citizens and those who visit our Borough.

Our EMOC group, headed by the EMC, Jeff Helm, met last week and began engaging in scenario reviews that challenge the world, our Country, our State and our Communities. As this mandated group moves forward and addresses those issues that have the possibility of affecting our community and how the EMOC will react to any possible scenario. I mention this, as discussions go forward, the Safety Committee will be review possible proactive procedures that could involve the cooperative efforts of an organization that may be facilitating an event in the Borough of Columbia.

Currently, the committee is responsible to review these request, but request the following considerations from those who submit:

1. Any UoFR that are to be reviewed by this committee, should be submitted at least six (6) weeks in advance. This allows time for them to come to committee and forward to full Council in a timely manner.
2. The committee requests that a knowledgeable and responsible individual from the requesting group attend the Safety Committee Meeting at which their request is to be reviewed. For the purpose previously stated.
3. We request that due to the sheer numbers of street closures requests received by Committee each year, that the representatives of group consider alternate venues for events like one of the community's great parks, trails, their own facility or property and the like. Not all street events can best serve the community in alternative location and the committee appreciates that.

4. The Committee can only approve the use of facilities owned by the Borough. Requests that require the use of State or adjoining county or municipalities facilities can only be approved for the Borough facility and pending the approval of the State or adjoining Municipality.
5. The Use of Facility Request requires a minimum liability event policy to be presented to the Borough prior to the event. The Committee understands that in many cases the liability certificate will not be presented at the time of request. In those cases, when a request is approved to be forwarded to Full Council, it would be approved pending the receipt of the required certificate of insurance. The certificate of insurance is required to be present to the Borough prior to the event date.
6. Organizations that sponsor events on our streets should understand and consider that their participation in prep, event period and takedown are a cooperative effort in providing safety for their visitors along with the use of Borough personnel, their equipment and facilities. As each event, will have its own unique features and requirements, not all events will be addressed the same, other than a common goal of insuring the safety of the event goers and the community, as a whole. Each organization may be contacted in front of their event to supply additional manpower/equipment/supplies to cooperatively provide for the safety of their participants, vendors (if any), event goers and the general citizens and visitors to our Borough.
7. The safety, maintenance of event, in all stages of the event, are a shared responsibility of the event organization, their responsible representatives and the Borough. We encourage your cooperation and participation in all stages of your event.

These requests and consideration may not be complete and are subject to change by the Committee/Borough and without prior notice. We will make every effort possible to notify requesting individuals/organization/group aware of additions/changes at time of review of this Committee of upcoming requests.

Thank you,

The Safety Committee