

**Commonwealth of Virginia**

**PRIVATE SECURITY SERVICES ADVISORY BOARD**

**June 28, 2005**  
**Quarterly Meeting Minutes**

Held at the Richmond Marriott West  
Richmond, Virginia

**Call to Order:**

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

**Opening Remarks:**

Chair Brent Fortner welcomed everyone to the meeting and thanked them for taking time to attend.

**Attendees:**

Chair Brent Fortner, Vice Chair Kevin Hodges, Secretary Christopher DiMartino, Stephen Martin, Thomas Turner, Dennis VanDuzee, Mary Kay Wakefield, Deputy Chief James Cervera, Carl J. Fisher and Robert Shuster.

**Absent:**

Deborah Aylward  
Sean Creamer

**Approval of Minutes:**

Minutes for the March 22, 2005, meeting were reviewed. A motion was made by Kevin Hodges and seconded by Mary Kay Wakefield to approve the minutes. Minutes were unanimously approved.

**Election of Officers:**

A motion was made by Mary Kay Wakefield and seconded by Steve Martin to nominate Kevin Hodges as Chair for the PSSAB.

There being no further nominations, Chair Brent Fortner closed the nominations. Motion passed unanimously.

A motion was made by Mary Kay Wakefield and seconded by Steve Martin to nominate Dennis VanDuzee as Vice Chair for the PSSAB.

Chair, Brent Fortner called for a vote on the motion to nominate Dennis VanDuzee as Vice Chair for PSSAB. Motion passed unanimously.

**DCJS Report:**

Ms. Hahn, Section Chief introduced new member of the staff, Kim Freiberger, Licensing and Training Manager, Kim Buckner, Trainer and, Katie Kelly, in the photo ID section along with and Candace Howard who transferred from Customer Service. Jeanette Johnson will be joining our staff to replace Candace Howard in Customer Service. The Department hired Megan Gray as a summer intern for June and July. Megan is a student at Longwood University.

- We are starting three new programs and implementing the photo ID card issuance for the state and, at the same time we are also getting ready to move to 202 N. 9<sup>th</sup> Street on July 7 & 8, 2005.
- The Emergency Bail Bondsmen Regulations were published in the Registry June 27, 2005. The effective date for the Bail Bondsmen will be July 1, 2005. The fee is \$900 for two years. It is a license. We sent out approximately 340 licensing packages to the known Bail Bondsmen currently operating in the State and have received about 285 applications thus far. Lisa McGee has assumed the Regulatory Manager position and has done a tremendous job. The Bail Bondsmen will submit fingerprints and attend a 24-hour training
- Bail Recovery Agents come under DCJS as of October 1, 2005. We are busy with committee work on that program setting the training requirements. We will be putting out the regulatory package soon.
- We will be reviewing the Private Security Services regulations, as required every two years. The Notice of Intended Regulatory Action (NOIRA) should be promulgated within the next couple of weeks. We are going to repeal the regulations in its entirety to create regulations that will read better to the public and the industry. Of course, this is the department's suggestion; public participation could have an effect over the next 18 months.
- Ms. Hahn passed around samples of the new Photo ID, printed on PVC card stock with a hologram and state seal. There is a DCJS background with a fade-out and added yellow for additional safety features. DCJS would not be able to do the photo ID's without the participation of the Training Schools. Bail Bondsmen will receive the first DCJS issued Photo ID cards, next will be initial applicants and finally the renewal registrants. Our Photo ID section should be fully implemented by September 1, 2005. There will be a registration card, a license card and a firearms endorsement card.
- As of May 31, 2005, current cash on hand is \$308,000. I was notified that the Commonwealth Budget Reduction Plan has withdrawn \$80,000 instead of \$255,000 and the department is hopeful that \$80,000 will be the total withdrawn this year. Ms. Hahn would like to talk to the director of Finance and the Department of Treasury and have the balance of the \$255,000 put in a local government investment pool to hopefully make some money for the industry for future expenses.
- On April 6, 2005, we were informed by the Metro Richmond Fraud and Identity Taskforce that they recovered identity information apparently stolen from our agency by an individual employed by the cleaning contractor employed by the Department of General Services. The information was copied from applications for Compliance Agents, General Instructors and Training Waivers. The applications copied required

additional information or documentation so were placed in the Training Specialists mailbox, where they were compromised. While not required, we notified 3500 individuals of the possible identity theft.

- The annual Private Security Services Conference is scheduled for October 24 through 27, 2005. We will be sending out the "Save the Date" cards soon, highlighting the hotel and Williamsburg area. There will be a Trade Show and will need sponsors. We have set the registration fee low at \$100 for a four-day conference, made possible by the generous sponsors.

### **Introduction of New Board Members:**

Ms. Hahn introduced:

**Mark Fair**, Private Security Business Representative, his term will begin July 1, 2005 and expire June 30, 2007;

**Connie Higginbotham**, Electronic Security Representative, her term will begin July 1, 2005 and expire June 30, 2009;

**Tony Millner**, Bail Bondsmen Representative, his term will begin July 1, 2005 and expire June 30, 2006;

**Chuck Tobin**, Personal Protection Specialist, his term will begin July 1, 2005 and expire June 30, 2008; and

**Rafe Wilkinson**, Private Security Business Representative, his term will begin July 1, 2005 and expire June 30, 2007.

### **Committee Reports:**

#### **Training Committee**

Mr. Martin had nothing to report at this time. The committee will be meeting regarding regulatory changes.

#### **Commonwealth Preparedness Committee**

Due to the absence of Sean Creamer, there was no committee report.

#### **Legislative Committee**

None

### **UNFINISHED BUSINESS:**

None

### **NEW BUSINESS:**

Deputy Chief James Cervera addressed the Board on the development of a Burglar Alarm Reduction Proposal. Police departments are being inundated with burglar alarm calls resulting in a .0018% arrest rate. Deputy Chief Cervera will be presenting a definitive report on Burglar Alarm Reduction efforts at the Conference in October.

**Public Comment:**

None

**Closed Session:**

Steve Martin made a motion and second by Kevin 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.

Steve Martin made a motion for a vote on certification of closed meeting and certify that the Harold L. McCann Memorial Award sub-committee of the Private Security Services Advisory Board heard, discussed or considered only public business matters lawfully exempt from those meeting requirements and complied with the guidelines of 2.2-3711.D. Kevin Hodges seconded the motion. Motion carried unanimously.

**Recognition of Board Members:**

Chair Kevin Hodges recognized:

Mary Kay Wakefield, 8 years on the Advisory Board and served as Chair.  
Carl Fisher, who returned to the board to fill a vacancy for 1 year.  
Robert Shuster, 8 years on the Advisory Board.

The next meeting of the PSSAB will be held Tuesday, October 25, 2005 at the Williamsburg Marriott. The meeting will begin immediately following the opening ceremonies for the annual conference.

**Adjournment:**

There being no further business to come before the Board, the meeting was adjourned.

**Public Attendees:**

George Haudricourt  
Connie Higginbotham  
Charles Tobin  
Rafe Wilkinson  
Gina Batchelor  
Joann Miller  
Tony Millner  
Henry Merchant  
Larry a. Peters  
Ed Seuter

James Darrington  
Michael R. Porter  
Richard Caputo  
Deborah Cox  
Jamie Rife  
John Kochensparger