



## BOARD OF SUPERVISORS MEETING

March 29, 2016

2:00 p.m.

### Item #

2:00 p.m.

1. The Chairman will Call to Order the Reconvened meeting.
2. Donation Requests – Outside Agencies
3. Break

4:00 p.m.

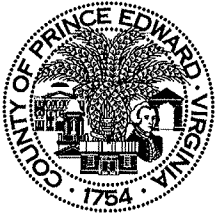
4. Appointment of Deputy Animal Control Officer 1
5. Courthouse Security Proposal 3

5:30 p.m.

6. Presentation of Fire/EMS Budget Requests

**RECESS** until Tuesday, April 5, 2016 at 5:30 p.m. – Presentation of School Budget and Budget Work Session.





**County of Prince Edward  
Board of Supervisors  
Agenda Summary**

**Meeting Date:** March 29, 2016  
**Item No.:** 4  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett  
**Issue:** Appointment of Deputy Animal Control Officer

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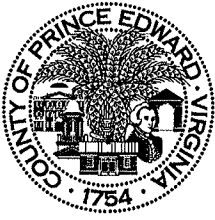
**Summary:** The Board will wish to appoint Kathryn Anne Johnson to the position of Deputy Animal Control Officer for the County of Prince Edward, effective April 1, 2016.

**Attachments:**

**Recommendation:** Approval.

Motion _____	Cooper-Jones _____	Pride _____	Townsend _____
Second _____	Gray _____	Simpson _____	Wilck _____
	Jones _____	Timmons _____	





County of Prince Edward  
Board of Supervisors  
Agenda Summary

**Meeting Date:** March 29, 2016  
**Item No.:** 5  
**Department:** County Administration  
**Staff Contact:** W.W. Bartlett  
**Issue:** Security Consulting

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**Summary:**

During a meeting of the Circuit Court Judges, Sheriff, Commonwealth Attorney, Director of the Health Department and County Administrator it was recommended a consultant be hired to perform an assessment of the Courthouse Facility. It is envisioned an assessment conducted by a professional security firm will ensure all aspects of security are included in any future project and that such a review will ensure tax payer funds are spent in the most cost effective manner possible.

During the March 8, 2016 meeting of the Prince Edward County Board of Supervisors the Board was requested to allow the County Administrator to enter into an agreement with Major Security Consulting & Design, LLC to perform security consultation and assessment services for the Prince Edward County Courthouse facility. The Board requested to see a written proposal before making a decision on this topic. Major Security Consulting & Design, LLC provided a proposal to perform security consultation and assessment services for the Prince Edward County Courthouse facility and the Board was provided a copy of this proposal which will cost \$5,500 and would be paid from the existing budget contained in the Capital Projects budget line

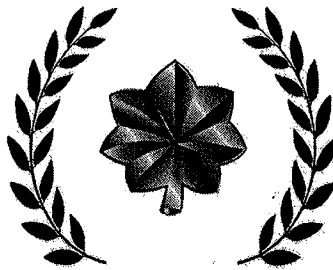
Once the assessment is completed the report will be reviewed and proposals will be submitted to the Security Committee of the Board of Supervisors.

**Attachments:** Proposal from Major Security Consulting & Design, LLC

**Recommendation:**

Authorize the County Administrator to sign the attached proposal and enter into an agreement with Major Security Consulting & Design, LLC to conduct Security consultation and assessment services for the Prince Edward Courthouse facility.

Motion \_\_\_\_\_ Cooper-Jones \_\_\_\_\_ Pride \_\_\_\_\_ Townsend \_\_\_\_\_  
Second \_\_\_\_\_ Gray \_\_\_\_\_ Simpson \_\_\_\_\_ Wilck \_\_\_\_\_  
Jones \_\_\_\_\_ Timmons \_\_\_\_\_



**MAJOR SECURITY CONSULTING & DESIGN LLC**

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**March 14, 2016**

**PROPOSAL:**

**Security Consulting Services – Courthouse Security Assessment**

**VA State Contract # E194-73526 - Security Consulting Services - Pre-Qualified Vendor (PVL)**

**ATTENTION:**

**Mr. Wade Bartlett**

**County Administrator**

**County of Prince Edward**

**P. O. Box 382**

**Farmville, Virginia 23901**

Major Security Consulting and Design (MAJOR) is pleased to present our proposal for performing security consultation and assessment services for the Prince Edward County Courthouse facility located at 111 N. South Street in Farmville, Virginia.

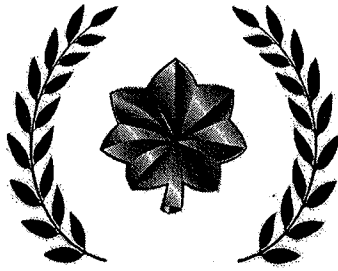
This security assessment is generally focused on the security aspects of the total facility and specifically focused on the courthouse security requirements. MAJOR will make recommendations as to the levels of protection (LOP) and security design elements that represent court security “best practices”. The methodology and guiding principles of this review will utilize security “best practices” as recommended by various state and federal court entities including but not limited to the Virginia Judicial Security Initiative, the National Center for State Courts, the National and Virginia Sheriff’s Association, the Judicial Conference Committee on Judicial Security of the United States Courts and the American Judges Association.

**Assessment Philosophy – The Prince Edward County Courthouse** faces the risks inherent to the majority of US courtrooms. Additional risk is added to the facility due to the fact that the facility houses other county entities that have risk signatures separate and apart from the operations of the court. Consideration was given to the primary risk of harm from “day to day”

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disorder and angry, upset and/or disturbed citizens. MAJOR's assessment tools include extensive research, a review of open source/controlled information and documents, interviews with county staff, our proprietary CARVER-modelled method of risk, threat and vulnerability as well as a physical "walk-through" of areas of the facility. MAJOR identifies assets most attractive to attack/disruption by an adversary based upon these key factors:

- **Threat** – credible threats (including a history of threats/incidents) against the facility and its tenants, an individual Judge, agency head or county employee, a witness or client, or the professions itself that would lead to the need for enhanced vigilance and protective measures.
- **Criticality** – Single points of failure and degrees of importance to agency operations.
- **Accessibility** – Ease of access and lack of security for critical assets.
- **Recoverability** – The time and effort to recover agency operations after an adverse event.
- **Vulnerability** – Levels of exposure to attack based on adversary capability and commitment.
- **Effect** – Magnitude of adverse consequences resulting from malicious actions and subsequent responses.
- **Recognizability** – Likelihood that potential adversaries would recognize that an asset is critical and a vulnerability that can be exploited exists.

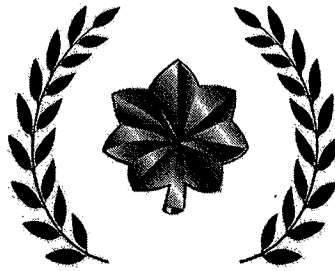
From this analysis, MAJOR develops our Design-basis Threat, Risk & Vulnerability Considerations. These factors (as outlined below) form the basis of our analysis. It should be noted that despite some occasional security issues, the county is managing complex and extensive daily operations with relatively few actual instances.

It is MAJOR's duty to assist in the detection of threats, risks and vulnerabilities and make "security best practice recommendations" that will enhance the overall facility security of the facility. MAJOR will also assist the county in the determination of the Level of Protection that is required for this location.

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### **SCOPE OF SERVICES:**

The Courthouse Security Review will include the following tasks to be performed:

**1) [Task 100]: Research & Discovery:**

A review of current facility security practices and policies will be conducted. This will include a review of security incidents over the past three years along with interviews with courthouse stakeholders and public safety personnel. Additional research into similar agencies in other localities in the Commonwealth will be reviewed to determine trends and patterns in security requirements.

**2) [Task 200]: Site Design Analysis:**

Review current schematic drawings and site plans for each agency residing in the courthouse for identification of security issues, needs and recommendations. **MAJOR** will provide “security mark-up drawings” of the courthouse with the recommended security improvements.

**3) [Task 300]: Crime Prevention through Environmental Design Analysis/Review:**

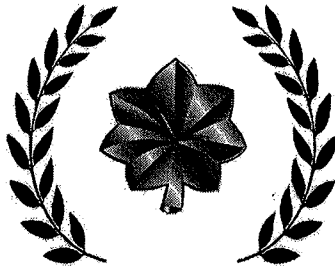
A comprehensive review of the current facility layout and site will be performed and security elements, needs, issues and challenges will be evaluated. The facility will be reviewed for conflicts with operational security requirements and the necessity to functionally segregate the public, staff, vendors, witnesses and clients. The review and analysis of the facility will provide a written narrative report along with schematic plan “mark-ups” for security programs, physical layout - interior and exterior, Security Landscaping, parking security issues, traffic flow, lockdown capability, Active shooter protocol, physical security, electronic security measures including CCTV, access control, magnetometers, security alarms and other electronic security elements, critical infrastructure protection (fiber, power, gas, water, sewer, HVAC, communications, life safety, lighting, radio frequency signals) executive protection for the Judges, parking area safety, security, way-finding and warning signage, High Risk hearings – protocols and environment, blast protection, suspicious packages protocols, security best practices, landscape design, electronic surveillance plans, duress alarm plans, evacuation planning, Secure Weapons storage, Evidence and valuable item storage, Special situations, Emergency medical equipment & placement, active shooter considerations, Sheriff operations

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and policy review as it relates to security design, Crime Prevention through Environmental Design (CPTED) principles, law enforcement accreditation standards as they relate to courtroom security, shelter in place capabilities, physical security measures such as ballistic window film, weapons screening, package screening etc.... as well as special security needs for areas such as Judges Chambers & Safe Areas, witness interview rooms and cash handling/sensitive document locations etc.....

Conduct a security assessment review meeting with the county administrator, Sheriff, agency heads, Judges, Clerks of Court and other involved personnel to discuss findings and recommendations along with follow-up consultation as needed.

**MAJOR** will provide a written narrative report detailing our finding and recommendations along with "security mark-up drawings" of the schematic plans.

\*\*\*\*\*

**TOTAL LUMP SUM FEE: \$ 5,500.00** (Five thousand, five hundred dollars)

\*\*\*\*\*

**SPECIAL NOTE:** This findings and recommendations contained in the final reports are not subject to release under FOIA as they contain sensitive security information that could cause harm to the Commonwealth of Virginia and the courthouse facility tenants should confidential information be released. **MAJOR** will only discuss details with persons and entities on a "Need to Know" basis as determined by **MAJOR** and approved by the County.

**REQUIRED DOCUMENTS:** **MAJOR** will need the following items on the facility prior to the commencement of work:

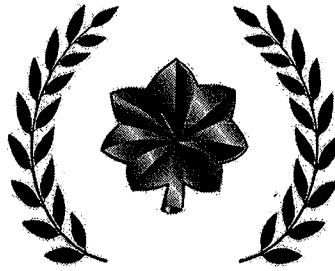
- 1) Schematic drawings and/or floorplans;
- 2) Copies of any Security assessment previously performed on the facility;
- 3) Copies or notes on any criminal/security related incidents that the Sheriff may have regarding incidents at the Courthouse for the last five years.

**PAYMENT:** Upon completion of services rendered, an invoice will be generated. Consultant fees are payable 100% within thirty (30) days and shall be made payable to **MAJOR** Security

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Consultation and Design Inc. Terms and conditions as outlined in Commonwealth of Virginia Va State Contract # E194-73526 - Security Consulting Services - Pre-Qualified Vendor (PVL) shall govern this contract. Inquiries and questions regarding invoices shall be made within twenty-one (21) days of the receipt of this invoice. Failure to notify MAJOR within the time frame shall constitute a waiver of any claim with respect to the content or accuracy of the invoice as well as acceptance of services rendered.

**PROPRIETARY NOTICE:** This proposal has been prepared by MAJOR for the sole purpose of communicating to the county of Prince Edward Virginia our interest in performing the work identified herein, describing our approach to performing the work and quoting fees associated with that work. The Scope of Services and fees described herein are proprietary information, based on MAJOR's research into the requirements of the project. None of the information contained in this proposal is to be shared with any parties other than the County of Prince Edward and MAJOR without the express written permission of MAJOR.

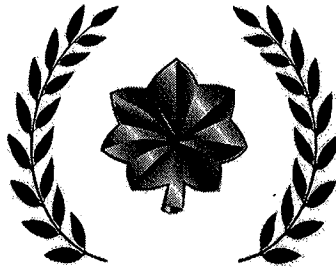
**TERMS AND CONDITIONS:** This agreement represents the entire agreement between MAJOR and the County of Prince Edward and supersedes any and all prior negotiations, representations or agreements, written or oral. This agreement may only be modified by written instrument signed by authorized representatives of all parties. Any services not specifically enumerated with a Task Order are hereby excluded. Additional work may be requested via the execution of a written Task Order and associated fee for service.

We appreciate the opportunity to provide our services, and look forward to working together on this project. If this proposal meets with your satisfaction, please signify in the appropriate space and return one (1) copy for our records. Upon receipt of the signed agreement, we will immediately coordinate work with you and provide a schedule of activity.

**President, Michael A. Jones**

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Sincerely,

X

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Michael A. Jones  
President

**MAJOR Security Consulting & Design, Inc.**  
Michael A. Jones, President

**President, Michael A. Jones**

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