

**CITY OF DUBLIN, CA  
FEDERAL & MILITARY COMMUNITIES COMMITTEE  
SEPTEMBER 28, 2020**

**SUMMARY MINUTES**

**ATTENDEES PRESENT:**

**City of Dublin**

Melissa Hernandez, Councilmember  
Shawn Kumagai, Councilmember  
Linda Smith, City Manager  
Colleen Tribby, Assistant City Manager  
John Stefanski, Assistant to the City Manager  
Andrew Russell, Public Works Director  
Dean McDonald, Public Works Maintenance Supervisor

**PRFTA**

LTC Serena Johnson, Garrison Commander  
CSM Samuel MacKenzie, Command Sergeant Major  
James O'Donnell, Public Information Officer  
Maria Harral, Management Services Assistant

**ATTENDEES ABSENT:**

**FCI Dublin**

Wiley Jenkins, Warden  
Sally Swarts, Public Information Officer

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**1. Call to Order**

The meeting was called to order at 10:04 a.m. by Councilmember Hernandez.

**2. Pledge of Allegiance**

**3. Public Comment**

No public comment at the meeting. Staff and committee members introduced themselves.

**4. Approval of Minutes from the July 27, 2020 Meeting**

Moved/Seconded (Kumagai/Hernandez) **APPROVED** unanimously.

**5. PRFTA COVID-19 Update**

LTC Johnson provided an update on the COVID-19 related precautions PRFTA is implementing. Currently PRFTA is maximizing telework operations. The facility has instituted a 14-day, 5-day, and 48-hour COVID-19 pre-screening protocol for any staff or students entering PRFTA. There have been no cases of COVID-19 for students, however three civilian staff have tested positive. PRFTA is planning for students to return in January 2021.

**6. PRFTA Master Plan Update**

LTC Johnson requested this item be continued to the next meeting.

**7. PRFTA Firing Range Update**

LTC Johnson provided an update on the status of the Firing Range. PRFTA staff is working to finalize all required assessments and anticipates the ranges will go live within nine months.

**8. Intergovernmental Support Agreement Update**

Public Works Director Russell provided an overview and update of the Intergovernmental Support Agreement. Services under the agreement began earlier this year with pest control services starting in January, janitorial services in March, and solid waste in July.

LTC Johnson reported that the pest control services were being used to address an issue with squirrels in the residential area of PRFTA. Councilmember Kumagai asked about the maintenance contract and whether those services would be provided by MCE. Director Russell confirmed that MCE would provide the services and would need to staff up to meet the workload. LTC Johnson stated that while PRFTA is currently at minimum operating capacity, there will be more buildings with maintenance needs once they return to normal operations. Councilmember Hernandez asked if MCE would be able to handle staffing up, which City Manager Smith answered that the City would only take this on if MCE would be able to handle the work and would have no impact on the City's current maintenance needs.

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**9. Update on Sign Relocation Capital Project**

City Manager Smith provided a brief background and update on the Camp Parks sign relocation project. Staff will present additional information on this project at the next meeting.

City Manager Smith asked whether the Dublin Camp Parks Military History Center would be opening under the less restrictive COVID-19 Shelter-In-Place tier. LTC Johnson mentioned that federal guidelines would potentially prohibit the Center from reopening. City Manager Smith offered the City to provide a letter requesting the Center to open.

**10. Request for Future Meeting Agenda Items**

LTC Johnson requested that the Committee make IGSA updates a standing item.

Councilmember Kumagai shared information on the Military Banner Program. Staff will provide additional information on this program to LTC Johnson via email.

Councilmember Hernandez requested an update on the Camp Parks sign relocation.

**11. Set December 28, 2020 meeting location**

The Committee discussed moving the December 28 meeting to a date in January.

**12. Adjournment**

There being no further business before the Committee, the meeting was adjourned at 10:38 a.m.  
Minutes prepared by John Stefanski, Assistant to the City Manager.