

Town of Estes Park, Larimer County, Colorado, August 2, 2001

Minutes of a Regular meeting of the **PUBLIC SAFETY COMMITTEE** of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Municipal Building in said Town of Estes Park on the 2nd day of August, 2001.

Committee: Chairman Gillette, Trustees Jeffrey-Clark and Newsom
Attending: All
Also Attending: Town Administrator Widmer, Police Chief Richardson, Fire Chief Dorman, Clerk O'Connor
Absent: None

Chairman Gillette called the meeting to order at 7:30 a.m.

POLICE DEPARTMENT.

Police and Businesses in Partnership. In a memo dated July 12th, Cpl. Pass introduced a program that would be co-sponsored with the Chamber of Commerce. In summary, when a business crime has been committed (shoplifting, fraud, etc.) Dispatch would fax pertinent information to the Chamber and then Chamber staff would alert their membership via e-mail. Staff believes minimal Police Dept. staffing levels would be required, and implementation costs would be negligible. The **Committee recommends approval of the Police and Businesses in Partnership Program, commending Cpl. Pass for his initiative.**

Departmental Goals. The Committee reviewed Departmental Goals, listed in priority order utilizing a "multi-vote" process:

- **Goal One - Staffing.**
Objective: Department management staff will conduct an annual staffing audit and report findings to Town Administration.
- **Goal Two - Fair and Consistent Employee Evaluations.**
Objective: To ensure that all supervisors and managers within the Police Department conduct evaluations that are factual, fair, consistent and contain information concerning employee performance over a one-year period.
- **Goal Three - Employee Retention.**
Objective: Identify methods or practices for implementation within the organization for the sole purpose of employee retention.
- **Goal Four - Analyze and Amend Organizational Structure.**
Objective: Assess the overall effectiveness and efficiency of the current organizational structure and various operating levels, and effect change if required.
- **Goal Five - Employee Recognition/Instructor Compensation.**
Objective: Research and identify various employee recognition systems within the Municipal Government industry to include, but not limited to, incentive programs, employee recognition practices, compensation programs, and other various reward systems.
- **Follow-up Items/Tasks.**
Objective: The remaining issues identified during individual employee and departmental meetings are considered issues requiring attention by department management. Though these issues did not rise to the level of becoming departmental goals, they remain items of interest, requiring attention whenever possible:
 1. Movement within the salary range
 2. Employee empowerment
 3. Training
 4. Increase Police Department Budget
 5. Consistent reporting system/case assignment
 6. Scheduling overtime issue (11-hr. rule FLSA)
 7. Communications within the department
 8. Eliminate micro-management
 9. Professional excellence

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The **Committee acknowledged receipt of the Departmental Goals as presented**, and requested copies be distributed to remaining Town Board members.

Vehicle Bids. Fleet Manager Mahany presented the bids for replacement of two 1997 Sedans, and explained the varying prices and trade-in values from Estes Park Auto Mall, Phil Long Ford, and Burt's Arapahoe Ford. Following discussion, **the Committee recommends acceptance of the Estes Park Auto Mall vehicle bid for two Ford Crown Victoria Police Cars for a combined total amount of \$35,400.**

REPORTS.

The Committee reviewed the **NIBRS 2001 Second Quarter Report.** Clearance rates, particularly on drug cases, have been very successful.

Chief Richardson reported on allegations concerning a **local towing firm**, and, depending on the outcome of the **hearing**, said firm could be removed from the Police Department rotational tow list for a period of one year. A "letter of agreement" form will be implemented between the Department and all firms.

Discussion followed on the newly-adopted **Park Usage Rules and Regulations.** A meeting has been scheduled August 2nd at 7:00 p.m. in the Board Room with offenders, parents, media and any interested parties to discuss specifics. Staff confirmed that the regulations are applicable to everyone. Pursuant to the regulations, merchants have reported that revenues have increased, the local trade is returning, and all merchants are appreciative and supportive of the procedure.

Downtown Parking. Chief Richardson advised that parking violations are down considerably as compared to previous years. The decrease may be a result of changing the approach (non-adversarial stance) of Community Service Officers

Fourth of July Celebration. Attendees were similar to past years, there were a few issues with fireworks, and, overall, the event was successful. Officers, CSO's, and volunteers (11) were commended for their effort on this event.

FIRE DEPARTMENT (EPVFD).

Thermal Imaging Camera Update. The Department has received and installed said camera. The Marys Lake Lodge sponsored a fundraising event to help pay for this equipment (\$17,000), and \$1,300 was raised. The Lodge Owner is planning an annual fundraising event.

New Wildland Gear. A Park Service grant in the amount of \$10,000 has provided 35 members with shirts, pants, helmets, gloves, and head-lamps. Bids are being solicited for boots which were not included.

Chief Dorman reported that the fire danger varies between high to very high, depending on rainfall, and he encouraged citizens to continue safeguard efforts against fires.

There being no further business, Chairman adjourned the meeting at 8:00 a.m.

Vickie O'Connor, CMC, Town Clerk