

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, October 23, 2003

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 23rd day of October, 2003.

Committee: Chairman Gillette, Trustees Jeffrey-Clark and Newsom

Attending: All

Also Attending: Town Administrator Widmer, Police Chief Richardson, Fire Chief Dorman, Commanders Filsinger and van Deutekom, Sgt. Kufeld, EVRJP Exec. Dir. Lee, Mgr. Bartram, Clerk O'Connor

Absent: None

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

POLICE DEPARTMENT.

Elkhorn Street Closure for Halloween Activities – Request Approval. Commander Filsinger reported that the Police Dept. is again promoting the Downtown Halloween Program and youth safety by requesting the closure of Elkhorn Ave. to vehicular traffic from Spruce Dr. to East Riverside Dr., beginning at 5:00 p.m. until approximately 9:00 p.m. on Friday, October 31st. **The Committee recommends approval of the request as outlined above.**

Public Safety Meeting Cancellation due to Holiday Season – Request Approval. The regularly scheduled Committee meetings for November and December occur on Thanksgiving Day and Christmas Day, thus staff is requesting approval to cancel both meetings. **The Committee recommends approval of the request; however, a special meeting could be scheduled should an emergency arise.**

Reports.

1. **Community Survey.** Chief Richardson presented a "Community Satisfaction Survey" form created to measure services received from all Police Dept. employees. Staff is recommending implementation of the survey (in January, 2004) to create a dual evaluation process for performance-based merit increases, and to create an organization where employees are accountable both to one another and to organizational goals. The quarterly survey would be randomly selected from the Police Department's entire "contact" pool, and information will be included explaining particulars of the survey.
2. **Police Department Employee Disciplinary Review Board.** In January, 2004, the Dept. will implement a new Policy and Procedure and Employee Disciplinary Review Board to ensure fair and consistent management practices when disciplinary action (suspensions, demotions or terminations) is deemed appropriate. The Disciplinary Review Board is advisory only to the Police Chief, and the Chief will appoint three members and two alternates, consisting of line employees from each of the three operating units within the Dept. An annual training session is required and established procedure will be followed. Town Attorney White has reviewed the Policy and his recommendations have been included, and additional review is underway by Mayor Baudek and Administrator Widmer. Chief Richardson confirmed that any personnel action documentation would be maintained as a permanent non-active record. An additional revision will include reference to the Town-wide Appeal Process. A Police Dept. employee could bypass the Review Board and follow the Town-wide Process and/or request an independent hearing officer.

3. **Community Service Officer Program – Report on meeting with Downtown Merchants.** Commander van Deutekom reported on the meeting held October 8th to present the 2003 program changes, justification thereof, and to seek the merchants' comments. The Committee reviewed nineteen suggestions offered by the merchants, and staff is recommending inclusion of the following:
 - a. Station a CSO at the corner of Elkhorn Ave. and Riverside Dr./Riverside Dr./Moraine Ave. to control pedestrian traffic and provide assistance as required by the visiting population.
 - b. Continue to work with Public Works Dept. and CDOT personnel to ensure the traffic control devices currently used are sequenced properly to control vehicle traffic during the high-visiting season. However, these traffic lights are not yet computerized—they are “timed” which makes sequencing difficult. How use Academy grads?

Discussion followed on the utilization of the Police Volunteer Auxiliary Unit, and staff confirmed that the Dept. may recruit potential volunteers from this Unit. CDOT does own two electronic message signage boards, however, a user fee is assessed.

4. **NIBRS Third Quarter Report.** The Committee reviewed said Report.
5. **Complaint Letter – Liquor Service.** In a letter dated August 25, 2003 submitted by Carolyn B. Alvin, a complaint was lodged against The Stanley Hotel whereby an intoxicated person(s) was served. The Dept. investigated the complaint and discovered that The Stanley terminated the two employees responsible for serving intoxicated persons. Chairman Gillette requested Ms. Alvin be so advised.
6. **Estes Valley Restorative Justice Program (EVRJP).** Exec. Dir. Lee reported that since February, 2003, 34 cases have been referred to EVRJP. Of these, 7 offenders were referred back to Municipal Court for disposition. Of the 27 cases, 19 have successfully completed their community agreements, 4 are pending completion, and 4 failed to complete their community agreements. To date, the EVRJP has realized a success rate of 70%. Estes Park's Program is the only Restorative Justice Program in the US currently managing alcohol violation cases. Other communities consider underage alcohol violations as “victimless crime”; however, the EVRJP believes community members are adversely affected by underage alcohol violations and will continue to address this issue. The Program serves 14 to 19-year olds, all from varied backgrounds, and noteworthy is the fact that a significant number of offenders do not live with their parents. Following discussion on informing the community of this highly successful program, Exec. Dir. Lee will prepare a press release; brochures are also being created. The Committee commended Exec. Dir. Lee.
7. **Vehicle Noise Report.** Chief Richardson reviewed his findings concerning vehicle pollution violations between the Police Departments of Boulder, Loveland and Ft. Collins, and the Colorado State Patrol. Research of State Statutes, Model Traffic Code and Municipal Code was also conducted, and to accomplish objective and reasonable enforcement of noise violations and altered exhaust systems, staff is recommending:
 - a. Adopting an ordinance that specifies acceptable noise levels by appropriate decibel levels and distances.
 - b. Posting noise enforcement signs on each primary roadway entrance into the Town Limits.
 - c. Purchase three decibel meters (\$80±/ea.) for the Police Department.
 - d. Train all patrol officers in the proper use of the decibel meter equipment.
 - e. Train officers to properly inspect exhaust systems for alterations.
 - f. Formalize enforcement standards and develop internal department policy on noise enforcement issues.

Concluding an exchange of ideas and comments, **the Committee recommends the installation of noise enforcement signs, with Officers directed to take**

appropriate action when observed by the Officer.

FIRE DEPARTMENT.

“Slash” Disposal Site Pilot Program – Request approval of site location. Chief Dorman commented on the Wildfire Mitigation Program, and introduced Tony Simons/Larimer County Wildfire Safety Specialist who gave a PowerPoint presentation on the Program. Homeowners have been working on lessening wildfire on private property and forests in the area, and one recurring issue is that a slash collection site is needed. Through joint cooperation and a County grant, the County a grant at no cost to the Town to assist in making the community more fire resistive. The Estes Park Volunteer Fire Dept. recommends opening a collection site as a pilot project as follows:

- Using a portion of the Fairgrounds property as the drop-off area that is fenced-off and behind a gate;
- The drop-off schedule would be on Saturdays from 9:00 a.m. until 3:00 p.m., beginning November 1st through November 29th (or until the site is maximized).
- Fire Dept. personnel will monitor the site during the drop-off time.
- A contractor would chip/grind the material by December 15th and removed by January 15, 2004 (depending upon contractor availability and weather permitting).

A question-answer period followed, with **the Committee recommending approval of the site, authorizing staff to advertise the program and contacting the Public Works Dept. to determine whether the Christmas Tree Recycling Program could be coordinated.**

Reports:

1. **Third Quarter Incident Run and Year-to-Date Incident Reports.** The Committee reviewed the reports as presented.
2. **Mutual Aid Training at Rawhide Power Plant.** PRPA has requested the EPVFD to participate in a meeting scheduled October 28th to prepare a full-scale exercise to become familiar with the Power Plant facility, network, response plans, communications systems, and the like. One engine and crew and will be involved in the full-scale scenario that will be scheduled this spring.
3. **Homeland Security Grant Award for Decontamination Trailer.** The Town applied for a grant to Homeland Security and the Fire Dept. requested a decontamination trailer. The trailer is estimated at \$84,000 and the Dept. has been awarded the grant. Commander Filsinger further explained the grant process and extensive agency cooperation to assist in duplication of equipment/resources.
4. **Child Safety Seat Inspections.** As previously reported, Chief Dorman has acquired certification to conduct child safety seat inspections. This service is now available at the Fire Station and a press release will be prepared. Statistics indicate that 90% of all child safety seats are installed incorrectly.

There being no further business, Chairman Gillette adjourned the meeting at 8:45 a.m.

Vickie O'Connor, CMC, Town Clerk