

## RECORD OF PROCEEDINGS

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*Town of Estes Park, Larimer County, Colorado, February 26, 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 26<sup>th</sup> day of February, 2003.

Committee: Chairman Gillette, Trustees Jeffrey-Clark and Newsom  
Attending: All  
Also Attending: Town Administrator Widmer, Police Chief Richardson, Fire Chief Dorman, Police Operations Commander Filsinger, Support Service Manager Bartram, and Deputy Clerk van Deutekom  
Absent: None

Chairman Gillette called the meeting to order at 4:00 p.m.

### **POLICE DEPARTMENT**

**Municipal Court – Annual Report:** Municipal Court Judge Brown presented the Annual Municipal Court Report for 2002. A total of 620 cases were heard by the Court resulting in fines of \$29,453 compared to 583 cases and \$27,674 in 2001. Parking fines processed during 2002 totaled \$3,578, compared to \$405 in 2001. Other areas discussed include community education programs, parking issues, and the Court's use of interpreters. Town Administrator Widmer expressed appreciation for the Court's assistance with a long-standing case involving an illegal building permit. The Court was instrumental in achieving compliance and resolving the dispute.

**Dispatch Commendation.** Dispatcher Cicciarella received a commendation for a life-saving incident stemming from a non-emergent call to the Dispatch Center.

**Restorative Justice Review.** Amanda Lee/Restorative Justice Executive Director briefed the Committee on the program. Items discussed include program funding and support, volunteers, current cases, and scheduled conferences.

### **FIRE DEPARTMENT**

**EPVFD Constitution and Bylaws and Standard Operation Procedures – Review.** Chief Dorman reported that, since incorporation, the Dept. has been operating under its own Constitution and Bylaws that outline the administration, structure, and basic laws of the organization. The Dept. also established Standard Operating Guidelines (SOG's) to provide procedures for every fire fighting or emergency action plan. Historically, both the Constitution and Bylaws and the SOG's have been updated and revised as needed, reviewed by the Town Attorney, and then ratified by two-thirds of the membership. However, since the Town is ultimately responsible for all actions and policies of the Dept., staff recommends an endorsement from the Town Board for both these documents. **The Committee recommends that the Fire Dept.'s Constitution and Bylaws and Standard Operating Guidelines be reviewed by Attorney White prior to presentation for Town Board endorsement.**

### **REPORTS.**

**State Tire Bid.** The State of Colorado recently included volunteer firefighters in the State Tire Bid program. Volunteers are now able to purchase tires for their response vehicles at the State's discounted prices.

**Knox Box System.** Chief Dorman explained that this rapid entry system was specifically developed for Fire Dept.'s to gain access to commercial and residential

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properties utilizing one master key. The Dept. has encouraged property owners to voluntarily install a Knox Box on their property to provide rapid access in the event of an emergency. The **Committee directed staff to compile additional information regarding this entry system and present their findings at a future Committee meeting for further review.**

**Instructor I Certification.** Chief Dorman reported that he recently completed an accredited Instructor I Certification program that will enable him to certify the Dept.'s internal training.

**Aviation Resources Shortfall.** Following the disastrous air tanker accidents that occurred during the 2002 season, 11 large air tankers have been permanently grounded and will not be replaced during the 2003 season. The remaining 33 tankers are undergoing extensive inspection and repair to prevent the structural problems that have occurred in the aging fleet. Chief Dorman noted that limited availability of lead planes and air tankers dictates that they be reserved for initial attack. Emphasis will now be placed on an increased ground attack to minimize acreage lost.

**Fire Academy.** Chief Dorman presented the Spring 2003 Firefighter I Academy schedule.

There being no further business, Chairman Gillette adjourned the meeting at 4:47 p.m.