

RECORD OF PROCEEDINGS

Town of Estes Park, Larimer County, Colorado, May 22, 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 22nd day of May, 2003.

Committee: Chairman Gillette, Trustees Jeffrey-Clark and Newsom
Attending: Trustees Jeffrey-Clark and Newsom
Also Attending: Town Administrator Widmer, Police Chief Richardson, Fire Chief Dorman, Police Operations Commanders Filsinger and van Deutekom, and Deputy Clerk van Deutekom
Absent: Chairman Gillette

Trustee Jeffrey-Clark called the meeting to order at 7:30 a.m.

POLICE DEPARTMENT

Community Service Officers (CSOs) – Introduction. Commander van Deutekom introduced the 2003 CSOs that will be employed through August 23, 2003.

Physical Fitness Program – Approval Request. Chief Richardson explained that in 2002 the Worker Comp. claims exceeded the budgeted amount by 84%, thus the Town will experience an increase in the Worker Comp. premium for 2003. A major portion of these expenses is directly related to training injuries. The officers are required to train in arrest control, firearms and other areas that necessitate physical exertion, yet the Dept. has no structured physical fitness program in place.

The Dept. contacted Mr. Thomas Collingwood, a nationally recognized expert in the field of physical fitness programs for police agencies, who confirmed there is a correlation between physical condition and injuries. Based on this information, Mr. Andy Collingwood/MEDEX was contacted to discuss the possibility of designing a physical fitness program for the Dept. Mr. Collingwood recommended the Dept. initiate a program that identifies each officer's current fitness level and develop a training curriculum for the individual officer to establish a diet as well. He also suggested the Dept. select a validated fitness test. This would provide a legal defense should the fitness testing ever be challenged in court. Town Attorney White was consulted regarding a mandatory physical fitness performance test. The following recommendations were presented:

1. Adopt a mandatory physical fitness testing requirement for all sworn members of the department.
2. Develop and write department policy in 2003.
3. Purchase the training books in 2003.
4. Conduct the baseline test for all sworn members in the 2003 year and provide a training curriculum and diet.
5. Validate a physical fitness test for the Dept. within a three-year period between 2004 and 2007.
6. Provide a three-year grandfather period for all sworn members to achieve a level of physical fitness to pass the mandatory test in 2007.
7. Affix passing the physical fitness test to all sworn members annual employee performance. Provide a six-month remedial clause to the performance evaluation should an employee fail the physical fitness test. If the employee were unable to successfully pass the physical fitness test after the remediation period, then the employee's position would be terminated with the Dept.

RECORD OF PROCEEDINGS

Public Safety Committee – May 22, 2003 – Page 2

The cost of the program includes:

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| One-time program validation fee | \$12,000 |
| Annual MEDEX program fees | 1,700 |
| Seventeen training books (“Fit for Duty”) | 425 |
| 50% of employee’s annual local fitness membership fees | <u>405</u> |
| Total cost | \$14,530 |

Concluding all discussion, the **Committee recommended approval of the Physical Fitness Program as outlined above at a cost of \$14,530 to be funded from the following budget years: \$12,000 from 2005 Professional/Consulting Fees; \$1,700 from 2004 Training Fees; and \$425 from 2003 Publishing Fees.** The employee’s annual fitness membership fee of \$405 is already budgeted in 2003.

Chaplains Program – Approval Request. Chief Richardson introduced Mark Roskam, a local minister, who presented Operational Guidelines for the Estes Park Emergency Chaplain’s Corps. This program would provide staff affected by tragic events with immediate on-call counseling services and consist of local ordained ministers from various denominations willing to volunteer their professional services. This program is not intended to replace the Employee Assistance Program provided by the Town, but to enhance those services and would be included as a portion of the Dept.’s volunteer program. The cost of the program would be \$500-\$1,000 annually and would cover uniforms and continuing education and training for Chaplain members. **The Committee recommends approval of the Chaplains Program as presented at a cost not to exceed \$1,000 annually.**

Change in Community Service Officer Unit Service – Approval Request. Staff researched the possibility of removing the Community Service Officers from the intersections at Moraine and Riverside on Elkhorn to better serve the visiting population, improve the movement of vehicle and pedestrian traffic, and improve officer safety. Countdown timers with audible sound devices have been installed at these intersections and are intended to improve the pedestrian traffic flow and maintain the safety level for those walking in the downtown area. The Town’s Traffic Engineer was consulted regarding manually regulating traffic vs. using traffic control lights. This discussion determined the use of traffic control devices would be more effective in managing the daily traffic movement of vehicles and pedestrians. The use of officers at these intersections would be appropriate for special events (i.e., parades, road closures, accidents, etc.). The following recommendations were presented:

1. Remove CSOs from the intersections at Moraine and Riverside on Elkhorn.
2. Increase the CSOs visibility in the downtown corridor through the use of routine foot patrol.
3. Utilize CSOs to direct traffic only when necessary or when excessive complaints are received.
4. Utilize the CSOs as community ambassadors to the visiting population and local residents.
5. Monitor these changes for the season then present recommendations for Committee approval.
6. Survey the local merchants for approval/disapproval of the implemented changes.

Staff recommends that the CSO program be altered to eliminate as much of the motor vehicle direction and/or movement as possible. CSOs will be utilized in a more visible way to pedestrians, residents, tourists, merchants, and augment community oriented policing strategies as opposed to a heavy reliance on them for traffic movement. Concluding all discussion, the **Committee recommends approval of the changes to the Community Service Officer program as presented.** Chief Richardson noted that

RECORD OF PROCEEDINGS

Public Safety Committee – May 22, 2003 – Page 3

the building located on the Bob's Amoco property will be used by the CSOs during the summer months. This will provide greater public accessibility to the CSOs.

Reports

Letter of Appreciation – On behalf of their departments, Chiefs Richardson and Dorman expressed appreciation to the Quota Club Members for their donation of the Automatic External Defibrillators (AED) presented to each department. Debbie Holmes/Quota Club presented additional AEDs to both departments and explained that the Club intends to purchase units for distribution throughout the community. On behalf of the Committee, Trustee Jeffrey-Clark expressed gratitude to Ms. Holmes for her efforts to provide a safer community for visitors and residents.

Complaint Letter. Chief Richardson presented a letter regarding a Hwy. 34 traffic violation and staff's summation of the incident.

NIBRS 2003 1st Quarter Reports. The Committee reviewed the **NIBRS 2003 1st Quarter Reports.**

Teen Alcohol Enforcement Issues. This item was removed from the Agenda.

FIRE DEPARTMENT

Organizational Chart – Approval Request. Chief Dorman reported that the Dept. works under the Incident Command System (ICS) for managing incidents in the field. This chain of command does not allow easy management of daily duties and tasks. Chief Dorman presented an organizational chart to be used in conjunction with job descriptions that will provide a more effective and accountable organization. **The Committee recommends approval of the Fire Dept.'s Organizational Chart as presented.**

REPORTS.

Structure Fire. Chief Dorman briefed the Committee on the May 10th structure fire at 1845 Jacob Rd. There were no injuries, however, the building could not be saved.

New Rescue Truck – Update. Chief Dorman reported that a final inspection of the truck will be performed on May 27th.

Wellness Program – Update. Chief Dorman updated the Committee on the Wellness Program. 90% of the Dept. has completed the testing.

There being no further business, Trustee Jeffrey-Clark adjourned the meeting at 9:05 a.m.