

## RECORD OF PROCEEDINGS

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*Town of Estes Park, Larimer County, Colorado, April 27, 2006*

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 27<sup>th</sup> day of April, 2006.

Committee: Chairman Newsom, Trustees Blackhurst and Eisenlauer

Attending: All

Also Attending: Town Administrator Repola, Chief Dorman, Commander Kufeld, Deputy Clerk Schares

Absent: Chief Richardson

Chairman Newsom called the meeting to order at 8:00 a.m.

### **POLICE DEPARTMENT.**

#### **Customer Service & Satisfaction – Request Approval.**

Dir. McFarland explained the Police Department intended to provide “Customer Service” training in 2005 for all employees in an effort to develop and refine interpersonal communication skills. Unfortunately, this task was not accomplished due to timing. The Police Department and Finance Department would like to collaborate efforts for both departments to receive the training. The training would include 40 employees for a cost of \$9,600 with services provided by Griggs Achievement Academy. Following discussion, **the Committee recommends approval of retaining the services of Griggs Achievement Academy to provide Customer Service training for a cost not to exceed \$9,600.**

#### **Policy Revisions – Request Approval.**

Commander Kufeld explained that each year the Police Department reviews its policy and procedure manual for revision and development of new policies.

#### **New Policies:**

Segway Patrol – Officer Schumaker stated the Segway Patrol policy is very similar to the bicycle policy. It was put in place for the safety of citizens and to reduce exposure of Police Department to liability. A training course will be provided for all employees using the Segway.

Internal Promotional Processes – Mgr. Bartram explained there are currently 7 supervisory positions in the Police Department. The policy was created to provide consistency and clarity for promotions. The policy includes supervisory and non-supervisory promotions.

#### **Amended Policies:**

Burglary Target Cards  
Organizational Structure  
Non-Lethal Force and Use of Non-Lethal Weapons  
Firearms Training  
Bicycle Patrol

Following discussion, **the Committee recommends approval of new and amended policies for the Police Department.**

**Clancy Contract – Request Approval.** Commander Kufeld stated staff recommends use of the Clancy Parking Systems Inc., parking management system to assist in enforcing parking violations. The system will gather accurate data and will assist in providing vehicle state of origin information. The agreement has been reviewed and amended by Town Attorney White. Following discussion, **the Committee recommends approval of the contract with Clancy Systems Inc. in the amount of \$600 plus printing costs for the 2006 year.**

**Reports:**

1. MOU Larimer County D.U.I. Task Force – Commander Kufeld explained the Estes Park Police Department will be participating in the Larimer County D.U.I. Task Force. The team will set up check points and will assist in D.U.I. enforcement.

**FIRE DEPARTMENT.**

**Reports:**

1. Pandemic Flu – Chief Dorman explained the Pandemic Influenza Planning Partnership of Larimer County (PIPP) was created to address concern regarding pandemic flu and several different agencies are a part of the committee. The Committee helps local communities prepare for a pandemic influenza outbreak.
2. First Quarter Reports – Chief Dorman reviewed the quarterly report.

Town Administrator Repola reported the Fire District will go before the Larimer County Board of Commissioners this month.

The Committee wished Cheri Bartram the best of luck in her new endeavors.

There being no further business, Chairman Newsom adjourned the meeting at 9:09 a.m.

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Suzy Schares, Deputy Town Clerk