

## RECORD OF PROCEEDINGS

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*Town of Estes Park, Larimer County, Colorado, August 23, 2007*

Minutes of a Regular meeting of the **PUBLIC SAFETY COMMITTEE** of the Town of Estes Park, Larimer County, Colorado. Meeting held in the Town Hall in said Town of Estes Park on the 23<sup>rd</sup> day of August, 2007.

Committee: Chairman Newsom, Trustees Blackhurst and Eisenlauer  
Attending: All  
Also Attending: Deputy Town Administrator Halburnt, Chief Richardson, Chief Dorman and Clerk Williamson  
Absent: Administrator Repola

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

### **PUBLIC COMMENT**

Arthur Bloom/651 Cedar Circle voiced his concern regarding the speed of the traffic between the Donut Haus and Tiny Town and jack-braking of the larger trucks. He is also concerned about the pedestrian traffic that walks along the roadway without proper sidewalks or crosswalks. Trustee Blackhurst stated a trail system is being developed and easements are being established as properties in the area are developed or redeveloped.

### **FIRE DEPARTMENT**

#### **Addition of One Full Time Employee (FTE) Admin/Training Captain – Request Approval.**

Chief Dorman provided the Committee with background on training of the volunteers since the inception of the department in 1907 stating training has been delegated to a volunteer training coordinator, volunteer training officer, training committee, line officers and the Fire Chief throughout the years. In the past 10 years, the Fire Chief has been coordinating and/or delivering all training for the Fire Department. Since September 11, 2001, the Federal and State requirements have increased the training requirements and certifications for firefighters making it difficult for a volunteer to be proficient as a training officer. The varied and ever increasing tasks of the Fire Chief have left no time for proper training of the volunteer staff.

A State of Colorado Firefighter I certification requires a firefighter to perform 42 different Job Performance Requirements (JPRs) which can equate to more than 100 hours of training per year. In addition, every firefighter is trained in hazardous materials operations and medical training each equating to 36 hours of training per year. For a department of 35 volunteers this requires 6,020 hours of training per year with an average of 4 hours of preparation for every hour of instruction and an estimated 8 hours per week of administration. In order to meet the training requirements, an average of 50 classes per year would be required with additional training required for Firefighter II, Wildland Firefighter and specialized rescue operations.

Previous years training has been inconsistent and insufficient to meet the requirements, i.e. 2004/2939 hours, 2005/5535 hours, and 2006/3669 hours. In order to perform this difficult job safely and effectively, firefighters must be trained properly and consistently. A fully trained firefighting staff will decrease the potential impacts of an emergency incident, reduce the risk of injuries to the firefighter and maintain the current insurance levels for ISO and CIRSA.

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This position would be responsible for all department training, plan reviews of commercial properties and the development, implementation and maintenance of pre-incident planning. A salary survey was conducted and yielded a salary range of \$58,000 to \$75,000 annually with a pay grade of 60. Staff requests consideration of the position for the 2008 Budget.

Trustee Blackhurst questioned if training could be outsourced rather than add an FTE to the department. Chief Dorman reviewed a cost benefit analysis of four scenarios including a full time Admin/Training Captain, continue with the Fire Chief training the volunteers, volunteer training officer or outsource the training. He stated the Training Captain could hold the fire academy in house and save the department \$400/volunteer plus travel cost a year. Chief Dorman conducted a survey and determined most departments of similar size have a training officer on staff in addition to the Fire Chief. All scenarios with the exception of the additional FTE would not provide backup to the Fire Chief as it relates to administrative duties and on call duties. Currently Chief Dorman is the only personnel that is on call 24/7.

Trustee Blackhurst recommend staff provided information on the necessary guidelines for training as it relates to the Town's insurance through CIRSA and ISO.

Discussion followed on the requirements for the position. Chief Dorman stated a qualified individual would have 1 year to meet certification requirements for the position. The department would first seek out qualified volunteers for the position and then conduct a regional search if a volunteer is not selected.

**The Committee recommends adding the position to the Fire Department's proposed 2008 Budget for further discussion during the budget study sessions.**

**Proposed Intergovernmental Agreement (IGA) Fee Schedule for Fire Service in the Unincorporated Estes Valley – Request Approval.**

The Town of Estes Park and Larimer County are in the process of developing an IGA for fire services in the unincorporated areas of the Estes Valley. This agreement would allow the Town to recoup a portion of the expenses incurred for certain fire responses. A fee schedule has been developed and includes the hourly operational costs for fire apparatus with a minimum daily rate and an hourly rate for personnel that reflect the Town's cost for workers compensation, other insurance and pension funding. An additional fee schedule has been developed for properties within a legally organized property owners association that enter into an IGA with the Town for fire protection. This fee was calculated by using the median value of a home in Estes Park of \$330,000 at 5.25 mills (4.25 mil levy proposed by Fire District with a 1 mil for Administrative cost) which equates to \$130 per home per year. The revenue collected would be used to offset the expenses of the Fire Department.

Jim Austin/1161 Windham Court stated the 4.25 mil levy proposed by the Fire District would have generated approximately \$425,000 per year for properties outside Town limits. The Glen Haven Fire Department charges a flat fee of \$300 per property per year. He stated a fee of \$150 - \$300 would be reasonable and still one of the lowest fees collected within Larimer County.

After further discussion, **the Committee recommends approval of the fee schedule as presented and requests the item be included as an action item with the Intergovernmental Agreement at an upcoming Board meeting.**

**Reports:**

1. **Fire Station Break-In and Security Concerns:** Sergeant Rose updated the Committee on the break-in at the Fire Department. A local video enhancement company provided photos of the suspects for the local papers from which a local identified the suspect. The equipment was recovered the same afternoon along

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Hwy 34. The suspect provided a full confession and was arrested and transported to Larimer County. The second suspect has not been proven to be involved at this time; however, further forensic evidence will help to determine his level of involvement. Chief Dorman informed the Committee that the incident identified flaws in the security system that are being reviewed: delay in security system of up to 10 minutes, delay in recorded message heard by dispatchers, need for an audible alarm, the need for interior cameras that record, improved resolution quality for exterior cameras. Administrator Repola has requested that all Town alarms be placed on a monthly maintenance program to be facilitated by the Police Department.

2. **Chip Grant for Wildfire Slash:** The Fire Department has received a matching in-kind grant of \$4,000 for the chipping and hauling of wildfire mitigation slash from property owners in the Estes Valley this fall. Additional information will be provided to the community in the near future.

**POLICE DEPARTMENT**

**Reports:**

1. **Estes Valley Victim Advocate:** Executive Director Mary Mesropian reviewed the Estes Valley Victim Advocates program. The program will continue to offer counseling and advocacy as well as work with the Park R-3 School District to gain a Readiness and Emergency Management grant. The Safehouse is new for 2007 and since its inception in February up through June the house has been occupied with the exception of one week. The home has been upgraded to meet requirements including ADA. She reviewed a breakdown of Safehouse donations to date that exceeds \$102,000 in cash and in-kind donations. Since January through June of 2007 the program has provided 375 advocate hours and 2,754 on call hours. The Federal Domestic Abuse Assistance Program has awarded the EVVA program \$25,000 for 2007 commenting that the new shelter is an asset to the community and offers a welcoming atmosphere for the clients.

**MISCELLANEOUS**

Chief Richardson stated the 21<sup>st</sup> annual Estes Park Police Chief Golf tournament will take place tomorrow.

There being no further business, Chairman Newsom adjourned the meeting at 9:33 a.m.

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Jackie Williamson, Town Clerk