

# Police Station Committee

## Agenda

May 4, 2015  
10:30am – noon

Citizens' Meeting Room, Centennial Hall

1. Call to Order
2. Public Comment (3-5 minutes per person)
3. Efficiencies of COSS Police and RC Sheriff operating out of a common facility and what portion of the facilities could be shared -Sherriff Wiggins, Tom Sullivan, Captain Stabile, Interim Chief DeLong
4. Discussion of next steps (it's time to move from background/research to decision)
5. Approval of Minutes
  - a) 4/20/15 Police Station Committee meeting
6. Upcoming Agenda
7. Other Business
8. Adjournment

# Police Station Committee

## \*\*\* DRAFT \*\*\* Minutes

April 20, 2015  
10:30am – noon

Crawford Room, Centennial Hall

### 1. Call to Order

Committee members present: John Kerst, Gary Cogswell, Judy Tremaine, Steve Sehnert (alternate), Tyler Goodman, Nancy Kramer, Charlie MacArthur, Tom Leeson  
Committee members absent: None  
Council Members present: Bart Kounovsky  
City Staff present: Anne Small, Director of General Services

### 2. Public Comment

There was no public comment.

### 3. Craig/Moffat County joint facility cooperation pros, cons, how do you do it

Jerry DeLong, Chief Vanatta, and Sheriff Hume from Craig/Moffat County were present.

History/Statistics of the building

- Have been in it 14 years; built for 20 year growth cycle. It was downsized from original plans to reduce cost (public pressure) via "value engineering". Have already outgrown it and nowhere to expand to. Bldg owned by County mostly; State Patrol and Regional Communications own their parts of the building.
- Craig station is roughly 43,000 sq ft in size; about 21,500 of which is the jail. Sherriff's office admin 2,756 sq ft; PD Admin 2,258 sq ft; State Patrol 2,300 sq ft; Dispatch 2,924 sq ft; 11,309 sq ft shared space.
- PD's area: Detective space was designed for 3 people, now have 5; had 1 code enforcement officer, now 3, so had to move some of them out to records area. Limited space limits organizational flexibility.
- Designed as a shared facility by an architectural firm that does a lot of police facilities (DLR; one of about 3 who are qualified). Special design needs for a police station

have to be considered (i.e. armory had to be built to explode upward, rather than outward, if it ever did explode, etc.).

- Layout suggestions: make sure Chief's office is accessible to staff, and in a location where he/she has easy access to staff as well. Organizational culture depends on design and layout of work space.
- Garage is shared; also has wildland fire equipment stored in it (built largely with grant money). Could use more space. Some vehicles have to be inside for evidence preservation. Have a total of 8-9 bays; need at least 3 for investigations.
- Evidence Room and additional shed is full; also renting a storage unit. Should have separate "drying" area for things like homicide related evidence so it doesn't smell up the whole building. Also need outside storage for flammable items.
- PD and Sheriff's space would have been about the same size if it wasn't for the requirement for two separate entrances/exits.

#### Pros

- Have an exceptional work relationship without any "turf battles" or "our agency is better than yours"; that's why this building works. All share resources; all one team under the same roof; all here for the same reasons.
- Agencies had a good relationship already before combined locations. Also, "Sheriffs come and go". Even if you don't have the best of relationships, it forces you to work together (you can't get around seeing each other regularly, which aids in conflict/rumor resolutions and information sharing).
- State Patrol turnover: despite turnover, building has had same effect on them; patrol room shared by all three agencies.
- Lobby, armory, break room, training room, workout/shower facilities, interview rooms shared (helps with cost). All on same computer system. Officers talk to each other, which helps communicating when an agency is looking for people or things (cars,...).
- "Single point of entry" (all charges only entered once; whoever ends up needing it can pull it up). Steamboat/Routt also have that implemented already.
- PD has 3 records clerks, Sheriff has 1. Share duties; enhances coverage for both.
- Front Desk has PD, Sheriff staff behind same window, SP behind another in same area.
- Evidence Tech works for Sheriff, but through IGA handles Sheriff & PD needs; just bill them if it's a large amount. Same goes for Animal Control, just other way around.
- Combined workout room helps comradery, increases teamwork. For example when there was an officer involved shooting, one of the non-involved agencies had to take control, and because they all knew each other, it made it easier (no "who are you and why are you telling me what to do" situations).
- Sheriff's office has own digital forensics lab through a grant. Opened it up to Craig PD and others at no cost. Much quicker than if they would have to ship it off to a 3<sup>rd</sup> party. Investigative Tech at the PD also processes crime scenes for the Sheriff's office if needed, and will help out in general if need be. Same goes for drug dogs. That also helps reduce overtime.

- If in separate spaces, it wouldn't be a true partnership anymore. Hard assets could still be shared, but not actually working together. PD used to be in basement of City Hall, Sheriff at basement of Court House (1 block away); didn't have the relationship they have now back then.
- County budget vs. City budget not a big conflict. Capital Outlay for example for a shared space like a training room: sometimes split costs, sometimes one entity buys and all use it. Taxpayers save overall.
- Dispatch has worked out well overall as far as costs goes.
- Works well because designed that way; not an add-on. Saves money. "One stop shopping" for the Public. Biggest advantage is the cooperation; creates better service. If added on to an existing building, would have to have a good architect to design it right to encourage that cooperation. Force interaction.

### Cons

- Political entities City Council/Commissioners. When building was built, City donated land, then did tax issue to fund it. City PD got free rent for 10 years; now paying \$60,000 a year in rent. That should technically go into an account so things like roof repairs could be paid. City doesn't think that's fair; City taxpayers are still paying off the building, so now they're essentially paying for it twice. Could subdivide it per sq ft instead for more of a fair cost allocation. Currently, if PD wants to re-carpet Admin, have to pay for it themselves. State Patrol pays a flat maintenance fee (they own their part). Will have to re-negotiate. This "con" has more to do with politics than operations. Some costs (like phone lines) stay out of the political arena; split internally.
- Downside to joint dispatch (SP function) is that Police Chief has no control over hiring, firing and disciplinary actions. Have computer aided dispatch system that ties into only the State's system; that makes the data hard to work with at times.
- Personalities; have to be willing to get along and not hold grudges.
- Potential of huge philosophical differences/conflicts depending on who gets elected for Sheriff or hired for Chief of Police (i.e. if they decide not to enforce drug laws, or other similar situations).
- Limits on how many things like "mission statements" can be put up on the walls in shared areas to reflect the culture correctly.

### Location

- No disadvantage to being outside the core of the community.
- Change was for the public perception. Used to be able to just walk into the Sheriff's office, now a little more of an effort; no big deal though.
- Easier from a response perspective because can easily go E or W.
- Committee inquired if they considered building on to Sheriff Station, is there validity to creating a substation/satellite station from a logistical standpoint? Jerry Stable recommended considering a worst case scenario; never think "that'll never happen". Travel/response time could be greatly increased if out West.

- Craig also has limited resources; prepared to pull from multiple agencies. Going North is still a problem time wise; East and West no problem.

#### Size

- Calls for service/population growth and change in structure within the City of Craig (added services like code enforcement) account for increased personnel beyond what was projected in the needs study 14 years ago. Some grants pay for 100% of a position to start with, then have to start paying for it; added about 4 positions that way. Some of it is also just stuff that accumulated & needed to be thrown out.
- Currently have two parole officers, in an office downtown. Moffat County wants to move them; one into the PD/Sheriff/SP building; have to find space for it, or position will be eliminated and then there would only be services in Glenwood Spgs, Grand Junction,... Have nowhere to put him but will have to figure it out.
- Vanatta's recommendation to the committee: Whatever you decide on, don't downsize it because you'll pay for it later with retrofits. You can always do something different with it later if you don't need the space. Don't allow for obsolete materials to be used either to cut costs.
- Craig PD and Moffat County Sheriff's Office are proud of their facility. Offered the committee a tour if interested.
- The committee noted that from an operational standpoint, there seems to be resistance from the PD's side. Jerry Stabile explained that it's mostly the unknown; "bad taste" from past people in Sheriff's office (up to 20yrs back); there's a slightly different culture in Moffat, long lasting Sheriffs. Acknowledged that philosophy is critical when it comes to working together.

#### **4. Feasibility and likelihood of combined Police/Sheriff forces**

Joint CC/RCBCC meeting discussion.

- Bart stated that that's a political issue. Have only had one public comment suggesting that. It's a whole different discussion. Sheriff is elected, Police Chief is appointed.
- General consensus that that decision is above the committee's "pay grade"/purview, but doesn't preclude the committee from looking at shared facilities.
- Sheriff Hume interjected that in the late 1970, Craig/Moffat had joint Law Enforcement. Top of the list for things to consider is the elected vs. appointed factor.
- Chief Vanatta elaborated that it saves money, but not as much as one would think. In most cases, the Sheriff oversees the combined force; Council would give up power over it. For example, City of Steamboat does a lot of festivals; Sheriff could just say "I don't want to deal with it".
- Chief Vannatta brought up an example from the Salt Lake City area; lots of very small communities got together. Board of Directors from each municipality under the Sheriff, but each municipality has their own chief for local matters. Some successes; some a disaster.

- To finance such an endeavor, a Law Enforcement Taxing District is a possibility.
- Chief Vanatta also voiced concerns with how well that would work with staff as well as population. Needs to be well thought out. A lot more involved than just combining the building.
- *Bart will attempt to get direction from City Council for committee to look at possibility of shared building but not combining services.*

## **5. Interview with representative of Fire Districts; needs/wants for consideration**

Scott Havener from the Fire District Board was present for comments and to answer questions.

### Comments

- District: Imagine the Fire District's area as a donut; Steamboat Springs is the hole.
- Strive for best response time at best possible cost.
- Biggest concentration of residents in the Fire District live West of town; SBII, Silver Spur, Heritage Park.
- Work out of Mtn Station and Central/Downtown station. Agreement since the 1990's.
- Closer to West end of town is better. Would need living quarters; equals better response times. Would like to see centralized trainings. Ambulance/medical response time is more critical than fire.
- District looking at building a station around 2021, depending on need; looking at possibly purchasing 5-8 acres at 360/Deer Ridge property and/or in the South Routt near Oak Creek.
- Not asking to shut down the Mtn Fire Station; wouldn't be good for City community.
- Ground at Ambulance Barn owned by City of SBS; building owned co-owned by Search & Rescue. That may change if Fire District were to build a station. Don't forget about Search and Rescue!

### Questions

- If an ambulance is needed at City Market, where does it come from? –Usually from Mountain Station, depending on other calls.
- Yampa station is staffed 24h, except for trainings.
- Detailed questions on dispatching and calls would have to be asked of Steamboat Springs Fire Chief Mel Stewart. *Several committee members would like dispatch info (numbers, times, locations, response times, what for,...).*
- Judy inquired whether the Fire District really need 5-8 acres. -3 acres would probably barely get them through; no training (number came from Fire Chief Stewart). Need two exits out of the property.
- Scott talked about potential sites and their advantages/disadvantages.
- Is the Bottleneck at 13<sup>th</sup> going West during rush hour an issue for Fire District? Scott doesn't know; would assume yes. Brief discussion about distribution and response times and scenarios. Fire Chief Stewart would have more info.

- Wildland Fire and Search & Rescue an operation of the Sheriff; how does District interface with those programs? -All Wildland Fire equipment is currently stored at Mountain Station and Ambulance Barn. If built a station out of town, they would move there. Stuff in bays at 840 Yampa (current Police Station) belongs to the City.
- District Board is volunteers; they have to take the Fire Chief's word for operational issues and statistics.
- District Board hasn't discussed what would happen to Search and Rescue's location if built a Western Station. Response time isn't as critical down to a few minutes for them, so their location is not as critical.
- Charlie reminded the committee that the purview is centered around the Police Station; don't get distracted by including Fire etc. at this time. What City does with existing equipment in current PD is City's problem... Other members generally agree, but also agree with Tyler that if we're headed West anyway, would hate to lose the opportunity to include Fire.

#### Other

- If a combined station that also housed ambulances, that could also lead to shorter response time.
- Fire District has one dedicated funding source. For the City, it's one of many services. Currently, City and Fire District share location and equipment; not staff. No ironclad agreement in place, particularly not as to how it would work financially if moved to a shared Public Safety facility.
- District is and has been building financial reserves to pay for a building. Could, but choosing not to raise Mill Levy at this time due to no clear direction as to whether or not they'll buy land and build a station or when. Were hoping to get land dedicated to them through large developments, which fell through.

#### **6. Review of past designs at Stockbridge**

- General consensus that it's good to have the designs, but not ready to discuss yet.

#### **7. Review of Council meeting where design was reduced to current form**

- General consensus that it's good to have heard the discussion, but not ready to discuss yet.
- Consider Craig's experiences; 1800 isn't enough for PD & Sheriff there; "value engineering"; disadvantages of going down that avenue. General consensus.

#### **8. Approval of Minutes**

**-3/30/15**

- **VOTE:** Approve 3/30/2015 Minutes. Charlie/Tom; **passed 7/0.**

**-4/6/15**

- Several corrections and clarifications were discussed.
- **VOTE:** Approve 4/6/2015 Minutes with clarifications and corrections. Nancy/Tom; **passed 7/0.**

### **9. Upcoming Agenda**

- Local Police and Sheriff representation (Wiggins/DeLong, Stabile) to discuss a shared facility. *Bring Pros and Cons outlined as handouts.*
- Sheriff says at the joint meeting has room for 15,000 sq ft at their site. Would like to know what property he has in mind, and what his vision is. (Existing County property or new property?) Concern about future expansion of either agency. *Tom Sullivan to bring a site plan.*

### **10. Other Business**

- None.

### **11. Adjournment**