

# Police Station Committee

## Agenda

May 18, 2015  
10:30am – noon

Crawford Room, Centennial Hall

1. Call to Order
2. Public Comment (3-5 minutes per person)
3. Review all sites to be considered (10-15 minutes)
4. Committee Poll: Each committee member's position at this time (3-5 minutes per person)
  - thoughts on current vs new, and shared vs individual facility
  - general location
  - other
5. Emerald Crossing information from Ben Beall
6. Approval of Minutes
  - a) 5/4/15 Police Station Committee meeting
7. Upcoming Agenda
8. Other Business
9. Adjournment

# Police Station Committee

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

May 4, 2015  
10:30am – noon

Citizens' Meeting Room, Centennial Hall

### 1. Call to Order

Co-Chair John Kerst called the meeting to order at 10:30am.

Committee members present: John Kerst, Gary Cogswell, Judy Tremaine, Tyler Goodman, Nancy Kramer, Charlie MacArthur, Tom Leeson, Steve Sehnert (alternate),

Committee members absent: None

Council Members present: Bart Kounovsky, Walter Magill

City Staff present: Anne Small, Director of General Services; Anja Tribble, Executive Assistant

### 2. Public Comment

There was no public comment.

### 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, and Interim Chief DeLong were present to provide input from their respective departments' perspective.

Sheriff Wiggins

- No "overwhelming desire" for joint facility, but makes sense financially.
- Sees opportunity in sharing space not used daily (listed in Attachment 1). Areas mentioned in handout are sizes that would be necessary if it was a shared facility between Sheriff's Office and SSPD.
- Current location of Sheriff's Office would be a huge benefit to both agencies. It's near the Justice Center and the Public Defender's office, etc. It would also be convenient for the public; not uncommon that people go to the wrong office.

- Parking is hard to find; additional space could be added to the current footprint of Sheriff's building. Could also go up on current footprint.
- Points that speak for a shared facility: finance, community, relationship (walking & in-person communication is better than phone/e-mail); patrol work together and rely on each other for back-up already.
- Noted that the Sheriff's Office provides services to the whole community, including South Routt. Considering possibly renting space in Oak Creek and Hayden.

#### Tom Sullivan

- Current area for the Sheriff's Office is insufficient; using storage spaces as offices etc.
- Dispatch needs expansion; more room for equipment.
- Coroner needs a cooler for bodies; currently leasing from the local mortuary, which can lead to awkward situations.
- No desire to move Emergency Management from current downtown location.
- Handed out Attachment 2. Spreadsheet includes current space and additional estimate based on Sheriff's needs only (not considering PD).
- Numbers are estimates; not exact. Based on current space, extrapolated "per employee" by Sheriff Wiggins. No discussions with civil engineers etc. yet.
- Explanation to the site plan of the jail and Sheriff's Office (Attachment 3): round part are the jail cells. Could expand to the opposite side. Communications Center would be used for other functions; there are several ideas; for example it could hold the body cooler for the coroner.
- Tom provided further explanations to the site plan.
- Pointed out that there are properties adjacent to the County's site that could also be an option.
- Life expectancy was not really looked at then the building was built; jail was the predominant focus. Jail was built for 50 inmates; average daily population now is about 24 (court standards and judges have changed).
- The committee inquired whether a renovation of the Sheriff's facility (rather than adding space for a PD) would be an option for the County. Tom Sullivan confirmed that yes, that's the intent.
- 2016 would be the earliest for design; 2017 for construction from the County's perspective, even if just looking at their own facility.
- Sheriff Wiggins added that the impound yard and rear parking expansion are budgeted for 2015. (Current design makes it hard for tow trucks to get in and out.)

#### Jerry DeLong

- SSPD uses many of the facilities on Attachment 1 on a daily basis; the training room two to three times a week.
- EOC (Emergency Operations Command; i.e. for large wildfires, earthquakes, etc.) room used to be available; not anymore.
- Doesn't think a Police Facility on the Klein property would facilitate "one stop shopping" for the Public.
- Agrees if done right, a joint facility will save money.

- SSPD has experience in sharing facilities with other agencies; for example, the DOW uses the SSPD training room for hunter safety education.

#### Captain Stabile

- Per the committee's request, Attachment 4 was e-mailed to everyone before the meeting.
- Did lots of work on space needs with McLaren/Rangitsch architects.
- Many of the spaces/amenities included in Attachment 1 have been cut from the proposals to shrink the proposed size of the building. (This info exists; the committee has it.)
- Anticipates reduction of perceived or action services if the PD was located West of town.
- CSO's are in the field on Mountain Bikes. They come back to the station for finger prints, lost property, etc. Would see a delay if had to go West of town.
- Reminder that 85% of all calls are 13<sup>th</sup> Street and East of it. Many of them require the officer to return to the station afterward. (Attachment 5 was e-mailed just after the meeting to illustrate.)
- Police Officers currently share vehicles. During shift change, most of what's in a vehicle needs to be switched out at the station. With traffic, that can add a significant amount of time if the station was West of town. Take-home cars for officers would be an option to remedy some of that.
- Currently PD has a great relationship with the Sheriff.
- Doesn't have a problem with the concept of a shared facility; the location proposed by the County would require some "out of the box" solutions though.
- Both the 20,000 sq ft and the reduced size 15,000 sq ft version are available on-line per Anne. *Anne to send reduced size version to the committee to make it easy. (Attachment 6)*
- Of the list in Attachment 1, Captain Stabile thinks 1 (training/class room; currently train together as much as possible; use the Community Center and Citizens' Meeting Room), 2 (EOC), and 4 (gym) would work even if the facilities were miles apart, although having a shared workout facility at a different location might deter some people from working out.
- When shrunk the footprint, a multi-use facility was the idea.
- Agrees that the "shared space" total square foot needs on Attachment 1 should provide enough room for both agencies.

#### General discussion

- Bart asked whether the 7,000 sq ft need had been discussed by the County before the City started its discussions. Tom Sullivan explained that there had been discussions with the City since 2006/07, but the County stopped its own planning since the recession. Recently re-started the discussion again because now have funding again.
- Sketch on Attachment 3 maxes out the property for footprint, including setbacks. Still need to put in the sidewalks. The whole campus is on 4 acres, including Wetland mitigation.

- Bart inquired whether there is or has been any discussion at the County to put anything else at that location. Tom Sullivan confirmed there was discussion at the time when the Justice Center's location was determined.
- Gary and Tom voiced concern that there were no studies confirming that there's enough room for parking if added a second floor. Don't want to put self out of space for future expansion.
- Gary wondered what the demands for more PD personnel was driven by. Captain Stabile explained it's primarily the volume of people (visitors) coming to town.
- Routt County Commissioners have previously discussed purchasing the Klein property.
- Sheriff Wiggins confirmed that technology has definitely helped streamline their services; can now write reports in car or at the Hayden Police Station.
- John stated that there's a "hard line" that prevents further development from happening in the South; development will be in the West. Current concentration of calls is South of town.
- There's a fire substation; would a Police substation be a good idea should a large shared facility be the choice? Captain Stabile confirmed that he thinks a substation would be helpful in that scenario.
- Dispatch is currently shared between City and County (2,000 sq ft at the Sheriff's Office); working well for the customers.
- Tom L. thinks considering development and re-development downtown and in the South (Mountain area), it's a false assumption that development will happen primarily out West. He doesn't think the distribution of the % of calls will change. Captain Stabile confirmed that residential areas are historically speaking low-call areas, and what's expected to be developed in the West end is single family homes and similar developments.
- Judy recalled discussions from 1991, when the jail was moved out of the downtown area. Sheriff and PD then agreed that it was a good idea to have separation of law enforcement location wise, especially considering there's only one large road (US40), and in light of the bottle neck at 13<sup>th</sup> Street. Having everyone out there would paralyze the town from a law enforcement perspective if something happened and everyone would have to respond from the current Sheriff's Office. She asked the committee if an "Aurora" or a "Columbine" happened, do we want a response time of 2 minutes or 7 minutes?
- Sheriff Wiggins can kind of see the bottle neck concern, and agreed that in an active shooter event, seconds count. However, he reminded the committee that officers are not all responding from the station but from wherever they are patrolling. Only additional personnel (admin who would go as reinforcement) would come from the station.
- Judy clarified that she was referring to the "additional" three detectives and three admin when she said "everyone".
- Judy inquired whether the Sheriff's building is built to current code. Tom Sullivan stated that he's pretty sure it is, but it's not built to add a second story.
- Captain Stabile clarified that if an active shooter call came in, admin staff may be the first responder (it's whoever can get there first). The School Resource Officer is

present at the High School and Middle School most of the time. He also noted that Police could use the same technology as fire trucks to get through the traffic lights, but that results in more liability, and there's still a high volume of traffic to deal with.

- Committee inquired and Anne explained that a substation would also follow the Essential Building Code.
- Nancy reminded the committee that marijuana grows and other industrial development could make the West area a vulnerable spot.
- Charlie wants everyone to consider the fact that we're still in Steamboat Springs; small compared to other cities; keep it in perspective.

Tom Sullivan, Garrett Wiggins, Jerry Stabile and Jerry DeLong left the meeting.

#### **4. Discussion of next steps (it's time to move from background/research to decision)**

- John mentioned that the committee has talked to the department heads involved, has seen the studies, etc. Now it's time to move toward a recommendation.
- Judy agrees. Background info is invaluable, but time to move on. Committee needs more information on available properties, including land size available (i.e. Staples, property at the South end that was withdrawn from the market,...) *Anne to provide at the next meeting.*
- Committee would also like the Minutes from this Friday's BCC budget meeting. *Anja to provide as soon as they're out.*

#### **5. Approval of Minutes**

**-4/20/15**

- Anja noted a few topics that were missing from the Minutes as included in the packet
- **VOTE:** Approve 4/20/2015 Minutes with additions. Tom/Nancy; **passed 7/0.**

#### **6. Upcoming Agenda**

- Shared facility or not?
- Current facility or not?
- Bart informed the committee that the railroad crossing at Emerald Park is being moved (there's a potential 4 acre property in that area). City Engineer Ben Beall would know all of the details regarding ingress/egress, traffic light or not, etc.
- Emerald Crossing information from Ben Beall at the end of the meeting.
- Will need to take BCC decisions into consideration.
- Tom and Steve won't be able to attend 5/4 meeting. Tom will send his opinion in writing.

#### **7. Other Business**

- Gary voiced concern about causing unintended immediate consequences and costs to the City, for example for re-locating the fire trucks in the current Police Station, and additional staff. Bart explained that a new fire station is in the City's 5-year CIP and will be a joint decision with the Fire District, so that wouldn't be an immediate consequence to the Police Station Committee's decision.
- If the decision is in favor of a shared facility, the committee will need more direction/definition on the purview of the committee. Should probably also come up with a next-best option. General consensus.
- Charlie has taken a tour of the Craig shared facility and found it well worth it. *Anja to organize tours for any interested committee members.*

## **8. Adjournment**

The meeting was adjourned at 12:04pm.