

**CITY OF SAN MARINO
PUBLIC SAFETY COMMISSION
PUBLIC MEETING MINUTES**

September 17, 2018

7:00 p.m.

City Hall

2200 Huntington Drive

San Marino, CA 91108

CALL TO ORDER: Chair Boegh called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE: Led by Chair Boegh

ROLL CALL:

Commissioners Present: Chair Boegh, Vice Chair Chang, Commissioners Loeffler, and Alternate Boozell

Commissioners Absent: Commissioner Ramirez

City Officials Present: Park & Public Works Director / City Engineer, Michael Throne, Police Chief John N. Incontro and Chief Rueda

PUBLIC COMMENTS:

1. Phelps M. Wood – St. Albans Road – Spoke about the traffic on St. Albans and Huntington Drive. Suggested to take out the word “ONLY”. Submitted a diagram for staff to consider.
2. Katherine Tripodes – Darby Road – Spoke about vehicles entering through the “Do Not Enter” area within the library parking lot. Suggested putting flashing red lights. Some vehicles also double park in the fire lane zone. In addition, children running through the parking lot.

Chief Incontro stated these items have been put on our Traffic Enforcement plan. Chair Boegh suggested to include this item in the Police Department Report for next month.

Council Member Jakubowski stated that there is a scheduled forum for the School Board Candidates on October 15th, 2018 which conflicts with the PSC meeting.

Chair Boegh suggested we wait until later on this evening to meet either on October 8th or October 22nd, 2018.

NEW BUSINESS

1. **APPROVAL OF MINUTES:** Vice Chair Chang made a motion which was seconded by Alternate Boozell. Minutes passed unanimously.
2. **APPOINTMENT OF ALTERNATE JEFF BOOZELL AS COMMISSION MEMBER:**

Commissioner Loeffler made a motion which was seconded by Vice Chair Chang.
3. **OVERVIEW OF CITYWIDE SPECIAL EVENTS:** Moved to October PSC Meeting.
4. **RECOGNITION OF COMMISSION GENE CHUANG:** Chair Boegh requested the Certificate be delivered to Commissioner Gene Chuang.
5. **SMUSD SCHOOL SAFETY AND TRAFFIC SAFETY REPORTS:**

Item #5 and #6 were combined per the suggestion of Chair Boegh since they both had similarities. Chair Boegh stated we are already moving forward with the study concerning Roanoke and St. Albans. A more thorough report will be available at our next meeting. Chair Boegh requested the traffic concerns around the school be looked at first since most of the issues involve the City to resolve. We can then put ourselves in a position to make a recommendation to City Council.

Park & Public Works Director / City Engineer provided a thorough overview on the reports and diagrams submitted. The City followed up with the School District's analysis.

Chair Boegh recommended we prepare a letter to the County, Sheriff's and CHP expressing the concerns pertaining to the traffic concerns around the school.

Chief Incontro acknowledged Chair Boegh's request and affirmed to prepare the letters.

CONTINUED BUSINESS:

6. **DISCUSSION ON SAFE ROUTES TO SCHOOL – IDENTIFY AND COMMUNICATE, ROLE OF SCHOOL, BOARD AND OTHER:** This item was discussed in combination with item #5.
7. **DISCUSSION ON PARK AND PUBLIC WORKS BUDGET:** Park & Public Works Director / City Engineer Michael provided a report under Park & Public Works agenda item.
8. **DISCUSSION ON UNINHABITED HOMES ORDINANCE:** Commissioner Boozell stated the City of Arcadia's Ordinance served as a document for us to consider. Requested the City

Attorney draft an Ordinance along the line of Arcadia's. Moved to October 8, 2018 PSC meeting as a principle item of discussion.

9. **DISCUSSION ON COMMUNICATION INITIATIVES – SUBCOMMITTEE UPDATE:** Commissioner Loeffler prepared a draft survey for the Commission to review. Need to develop better information which we can consider next time around. Would like some input from the Commission.

Chair Boegh asked Chief Incontro to circulate the draft survey to the City Manager and ask her to gather information from staff. Chair Boegh stated he would like to either conduct a community survey or an internal one using survey monkey.

10. **DISCUSSION ON POLLICE ACADEMY TEMPLATE:** Chief Incontro discussed this item under Police Department reports.

WRITTEN COMMUNICATIONS

NONE

COMMISSIONER REPORTS

NONE

POLICE DEPARTMENT REPORT

Chief Incontro reported that crime has continued to drop. The Department conducted a Community Forum with the Chinese Club. The forum consisted of having invited guests with educational briefings such as living with Coyotes. Highlighted the teamwork which occurred on September 1, 2018 between the Police and Fire Departments. There was a reported house fire with a five year old inside the house. Sgt. Gutierrez and Cpl. Gee went into the house looking for the child. They realized the child had already exited but an elderly women was in her wheelchair. Both Sgt. Gutierrez and Cpl. Gee lifted her to safety. Chief Incontro stated the crime stats are low compared to last year. The Department puts out the Safety tips on Nixle every Wednesday. Spoke about the primary traffic concern areas. We look at locations and primary collision factors.

Additionally, working diligently to begin the Community Policing Academy. Chief listed the dates of the Community Policing Academy which are as follows:

November 6, 2018
November 13, 2018
November 20, 2018
November 27, 2018
December 4, 2018
December 11, 2018

FIRE DEPARTMENT REPORT

Chief Rueda spoke about the Fire Department's milestones this month. The brush clearance program has been completed and there are a handful of properties were cited as a result. Wrapping up the business inspections as well. Mentioned the delivery of the new Fire Engine. Spoke about the fire on Bellwood Road where the property had no smoke alarms. The Fire Department conducted a Smoke Alarm canvassing with My Safe California a non-profit organization. This month, a proposal was brought to the attention of our City Council to share line personnel between South Pasadena and San Marino. The Departments are nearly identical in training, calls, and service. The program is completely voluntary. Lastly, getting the Executive staff ready for earthquake preparation scheduled for October 18, 2018 which is the day of the "Great Shake Out".

PUBLIC WORKS DEPARTMENT REPORT

Park & Public Works Director / City Engineer Michael stated the Department is on track with completing the mile concrete sidewalk repair on Del Mar by June 30th, 2019. Spoke about his involvement with tree removal hearings. Urged property owners to consult with the Planning & Building Department prior to removing any trees. Park & Public Works Director / City Engineer Michael stated that the budget was adopted by the City Council. We will bring some of the proposed project expenditure plan to the Commission next month. Our Traffic Engineer (Transtech) completed the traffic counts on St. Albans and Roanoke Road and their next step is to conduct a Stop Sign warrant analysis. As soon as we receive the analysis we will report back to the Commission. Did a soft commencement of the City's Volunteer program.

Commissioner Loeffler stated in some areas the "Don't Walk" signs turn to a "Walk" prior to the light change. Park & Public Works Director / City Engineer Michael stated he will consult with the Traffic Engineer and Signal Repair and report back.

PUBLIC WRITINGS DISTRIBUTED

There were no public writings this month.

ADJOURNMENT

Chair Boegh adjourned the meeting at 9:13 p.m. to the next regular meeting to be held at the City of San Marino, City Council Chambers, on Monday, October 8, 2018 at 7:00 p.m.

Respectfully submitted,

JOHN N. INCONTRO