

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

March 18, 2019

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, Commissioners Loeffler and Boozell

Commissioners Absent: Vice Chair Chang and Commissioner Ramirez

City Officials Present: Parks & Public Works Director / City Engineer, Michael Throne, Police Chief John Incontro, Fire Chief Mario Rueda and Commander Aaron Blonde'.

PUBLIC COMMENTS:

NONE

NEW BUSINESS

1. **APPROVAL OF MINUTES:** Commissioner Boozell made the motion and it was seconded by Commissioner Loeffler. Minutes passed unanimously.
2. **REVIEW AND COMMENT ON THE PRELIMINARY DRAFT 2020 CAPITAL BUDGET AND 5-YEAR PLAN:** Director Throne provided the overview of the listing for the capital expenditures over the next five years for each Department. This is the second year for this exercise. We made some modifications to last year's forms to make it more informative. These are the initial recommendations each Department is proposing. We are looking for the Public Safety Commission to provide some rational to these items with any thoughts if these should be done sooner than later. As a place holder we have the Metro 710 project funding. At least at this point it shows as a Capital expenditure. We currently do not have a formal prioritization process and would like to have the Public Safety Commission involved. The City Council will be conducting a workshop regarding the CIP during their Friday meeting in April.

Commissioner Loeffler inquired about the schedule related to the list of expenditures and added that we did not have this before.

Director Throne clarified that this acts as a tickler file for things we may need in three or five years. There are items that have specific completion dates. The City Council implemented this schedule last year in order to allow some room to make changes.

Chair Boegh stated if we can provide meaningful input / order. Would it be possible to go through the Police and Fire items first which are clearly regarded as public safety. We can then talk about other projects should time permit.

Fire Chief Rueda spoke of the Fire Departments list of Capital requests for FY 209-20 outlining the items as follows:

1. Upgrade Fire Department apparatus doors, 2. EOC Upgrades, 3. Bathroom Remodel, 4. Upgrade Handheld Radio's, 5. Purchase an Auto Pulse Equipment, 6. Replace two 2015 Command Staff Vehicles with (2) Chevrolet Tahoe's, 7. Replace existing E-Series Heart Monitor with X-Series monitor and 8. Replace frontline Ambulance. Chief Rueda stated last year the Fire Department spent about \$10,000 just to maintain the Fire Department apparatus doors.

Chief Rueda spoke about upgrading the EOC. The EOC has been a work in progress. Chair Boegh asked if this is prioritized for year two.

Chief Rueda stated yes.

Director Throne stated we want to design the appropriate bathroom first than submit the cost for construction. The bathroom in the Fire Department is very old and it requires a much needed remodel.

Chief Rueda stated they made some cosmetic upgrades to make it livable for now.

Chair Boegh stated the EOC and Bathroom will be addressed in year two. However, the doors will be addressed sooner.

Chief Rueda concurred.

Chief Rueda spoke about the auto pulse resuscitation system.

Commissioner Boozell asked if they had received the one which was ordered.

Chief Rueda stated not yet.

Chief Rueda spoke of the depth of command change where we are a part of the response system. Want to make sure our command vehicles are updated.

Chair Boegh asked are these two vehicles for \$90,000?

Chief Rueda stated yes.

Commissioner Boozell asked about the additional vehicle.

Chief Rueda stated one of these would replace an existing utility vehicle.

Commissioner Boozell asked about reselling the vehicles.

Chief Rueda stated we got a whopping \$9,000 for our Fire Engine.

Chief Rueda spoke about the continuing effort to upgrade the computers in the EOC. Our plan is to outfit each of the Department heads with a lap top and have the ability to connect to a system at the center of the table. Currently we only have three computers.

Chief Rueda spoke of year two's replacement of the 2008 reserve ambulance. Each time we take the 2015 for repairs, we rely on the 2008 to transport patients.

Chief Rueda spoke of the Fire Department's handheld radios. The life span for these radios is four years. Motorola's warranty goes away after the fourth year.

Chief Rueda spoke of the current X- Series Heart monitors which have been purchased in the past two years. We are requesting a third one. This will be in reserve. The E series does not have the Bluetooth capability. You have to use a cell phone to transmit information regarding a patient's heart condition.

Chair Boegh stated the Fire Department has a total of ten projects. Five in year one, four in year two and one in year four. Do we as a Commission want to offer any help prioritizing the items brought before us?

Director Throne stated we compare apples to apples. Capital improvements listed by Chief Rueda and Chief Incontro are within Civic facilities. Within what you have for the Departments for civic facilities these would be the top ones for the Department. We have capital improvement dollars and everything else is equipment.

Chair Boegh stated it is safe to say we do not have a lot of money to address everything. We as a Commission should list the items that are most important. Chair Boegh stated our responsibility is to encourage the City Council with our observations based on the prioritized items that are most important for both the Fire and Police Departments.

Commissioner Boozell stated he is not discounting the doors since it is critical in the sense that he does not want that one minute to cost someone's life.

Chief Rueda stated the auto pulse would be considered a priority, Heart monitor will essentially create a reserve for us. It is important, but can't say it is more important than having a Division Chief driving a five year old vehicle to respond in case of emergency.

Commissioner Boozell asked about the first round of the review process.

Director Throne stated the first cut is done between me and the Department Head. We run an initial menu of improvements through the City Manager. General fund is operational dollars. This is to support the daily operations of each Department.

Commissioner Loeffler asked if this is the first cut, second cut or final cut.

Director Throne stated you are getting the intermediate cut between our discussions. Ultimately this ends up with City Council to see all of these different parts they get to the weighing.

Chair Boegh asked Director Throne as to when he will meet with the City Manager. When will you prioritize this list?

Director Throne stated my plan is to move forward within the next two weeks.

Chief Incontro outlined the Police Departments list of FY 2019-2020 Capital requests as follows:

1. Remodel of Police Department lobby,
2. Upgrade Mobile Data Center,
3. Purchase 23 TASERS,
4. Purchase four new vehicles,
5. Upgrade Dispatch Workstation,
6. Replace Speed Display Sign,
7. Upgrade Watch Guard,
8. Purchase a Virtual Training Center,
9. Purchase two Speed Display Signs, and
10. Replace a single-sided Photo ID Card Printer.

Chief Incontro spoke of the importance to remodel the Police Department lobby as it is not ADA compliant and is not inviting as it should be. Chief Incontro described how the mobile data computers are outdated and continue to require repairs and works inadequately which is our number one priority.

Commissioner Boozell asked how many of the mobile data computers the Department had.

Chief Incontro responded by stating we had seven.

Chief Incontro continued to speak of the items with providing an explanation on the TASERS the company that produces them is AXON. TASER only guarantees the equipment for five years. We do not use them very often. They can be controversial but it is our best standoff. Chief Incontro stated this is our non-lethal way of handling situations. We want to have each Officer assigned one. We currently need 23 for the Department.

Chief Incontro stated the Department has two old cars. Our vehicles are driven more than any other city vehicle in the fleet. We decided to purchase four FORD Explorer or Ford Interceptor SUV's to remain consistent with keeping repair costs consistent. We looked at mileage, condition of vehicle and other ongoing issues to make a determination on the need of the department.

Chair Boegh asked if the Department had seven vehicles currently and there's a need to replace four.

Chief Incontro stated the Dispatcher workstation is in need of an upgrade as well. Having an ergonomic workstation is physically better for a communication facility. Currently the Dispatchers do not have a head set and rely on the phone. This will help ensure reduction of stress and sick leave absences as well as Injury on duty claims.

Chief Incontro spoke of the Speed Display signs. Currently we have an aging trailer that has a Street Display sign which we continually repair. These new signs are smaller and safer. One of our biggest complaints is traffic and speed in particular. Having the ability to move these around helps us with gathering information and complaints of speed.

Chief Incontro spoke of the Watch Guard device which is our in car video and it is critical for criminal investigations and administrative investigations. It is essential with current transparency laws the State has in place.

Commissioner Boozell asked if there have been any consideration of the Body Cameras for the Department.

Chief Incontro stated he likes the idea of Body Cameras which are inexpensive. However, the ability to maintain data is difficult and time consuming. Also, we may have to hire additional personnel to oversee this process. In addition, within this community we have very few complaints. We are doing audits now. We will hopefully obtain feedback as to how Officers are interacting with the Community.

Chief Incontro spoke of the old ID Card Printer which is old and does not have distinctive marking. Anyone can take our card and reproduce it since it does not have a hologram. This new printer will allow

for us to have a mag strip and bar code. It is also a dual sided printer. We may find funding somewhere else but not sure.

Chief Incontro spoke of the Virtual Range System. It is a video screen where we can have a use of force scenario(s). This equipment would be incorporated in our yearly qualifications skills.

Chair Boegh thanked both Chiefs for sharing the information with the Commission. We get a better appreciation for what you do. Due to the time, we should take the opportunity to think about it. Strongly believe these items should be included in the budget and we agree with the prioritization. The minutes should be forwarded to the City Council and have this discussion during our April joint meeting.

Commissioner Loeffler asked in regards to this if there's a spread sheet available which encompasses the priority list items.

Director Throne stated he will bring this spread sheet to the next meeting.

Chair Boegh asked if Director Throne can share his list with the Commission at the next meeting.

Director Throne confirmed that he will share the information.

Commissioner Loeffler asked if we could receive the spreadsheet from Director Throne in advance of the meeting.

Chair Boegh asked if we could receive comprehensive reports a day or two prior to our scheduled meeting.

- I. REVIEW AND COMMENT ON THE DRAFT WASTEWATER COLLECTION SYSTEM CONDITION ANALYSIS REPORT:** Director Throne spoke of the Capital improvement plan item regarding the wastewater collection system. We have not had any significant failures to date. That type of water is not something to ignore since it continuously flows. What are the true costs of maintaining the system? This is the first time the City has completed a condition assessment. We have three lift stations and I would propose those upgrades first. Re-lining is what needs to be done. Once your lateral pipe connects to the street that becomes the City's responsibility. We do have a network of pipes which lay dormant. City Council approved a four year cycle cleaning program. Maintenance cleaning keeps you away from future issues. Director Throne asked if the Commission had any general comments. There are sixty flush tanks.

Commissioner Loeffler inquired if the lining system is the most efficient way of maintaining the pipes.

Director Throne stated lining is the cheapest, quickest and most cost effective way of taking care of this issue. The lining is a continuous part of pipe material. Very slick on the inside.

Chair Boegh stated this sounds like this will be a continuous process.

Director Throne stated you could potentially hire an employee and/or contract it out. As part of this process you could bring that expertise. This is a plan and the first thing we do one lift station at a time. In my world this is a public safety issue.

Chair Boegh commended all three executive staff members for identifying the items.

2. **DISCUSSION OF PUBLIC ASSEMBLEDGE OCCUPANT LOAD FOR LACY PARK:** Chief Rueda provided the report on the above item. Chief Rueda emphasized during any public event it does not become a big deal until it is a big deal. Worries about people and how they would get out if there was a violent attack on potential spectators. Defensible level of public attendance. Working with code professionals, we were able to work backwards from the existing exiting limiting the amount of people that would exit. It will put a limit on the number of people that can attend our 4th of July event. Chief Rueda emphasized this report is for the Commissions information only.

Chair Boegh inquired if the 4th of July event is our biggest event.

Commissioner Loeffler inquired as part of the emergency plan is there something in place where the gates are open if there was an active shooter.

Chief Rueda stated the gates are not locked they are staged with monitors.

Chair Boegh stated we should indicate in our minutes we reviewed it and make a motion accordingly.

Commissioner Boozell approved and motion was seconded by Commissioner Loeffler.

CONTINUED BUSINESS

3. **UPDATE ON RING CAMERA PROGRAM:** Chief Incontro reported this item under Police Department Reports.

WRITTEN COMMUNICATIONS

NONE

COMMISSIONER REPORTS

Chair Boegh emphasized to correct the April 10, 2019 meeting day to Wednesday instead of Monday.

POLICE DEPARTMENT REPORT

Chief Incontro provided the monthly report. We have had an increase of 14 burglaries in the month of February. We are doing an analysis of our burglaries year to date. The majority of burglaries are from Sierra Madre to Santa Anita in the north part of the City. Most occurrences are on Tuesday – Saturday during the evening hours and during the day when residents are not home. It has been a struggle to face with having homes either not turn on their Alarms or advise their alarm company not to send the police. We will be sending out information through NIXLE with more specificity on what to do when you are not home. Working with other agencies to work on similar crimes. Chief highlighted the personnel horizon for the Department where we have a few candidates in the hiring process.

Chief Incontro spoke about the Ring program. Where he stated Commander Blonde' is working feverishly on implementing the program very soon.

Chief Incontro spoke about the Departments monthly crime stats. Chief Incontro also highlighted the incident we had two weeks ago where a young man reported a crime. Chief Incontro thanked the school administrators for their support during this incident.

FIRE DEPARTMENT REPORT

Chief Rueda highlighted the Fire Departments monthly metrics. We conducted a CERT program at San Marino Community Church with 36 graduates. The Fire Department attended a seminar with Southern California Edison. Spoke about the Departments overtime hours.

Chair Boegh asked whether vacations are scheduled. Chief Rueda stated we have a rule as to when people can take time off.

Commissioner Boozell asked about the metrics and goals of the Fire Department.

Chief Rueda explained that the way we measure our Department is through the set goals of NFPA.

Commissioner Boozell asked about the response time of the driver.

Chief Rueda stated that is the one item we have least control over.

Commissioner Loeffler inquired about the signal control option.

Chief Rueda stated we have a button we use to stop the signals in place.

Director Throne stated the signal preemption option will allow for the signals to stop while an emergency vehicle is in operation.

PUBLIC WORKS DEPARTMENT REPORT

Director Throne spoke about the five bids received last month for our multi-year sidewalk replacement project. The city Council was gracious in selecting the one mile option. We will begin our four year program soon. We did receive the St. Albans and Huntington Drive intersection signaling suggestions from our traffic engineer. Next step is to meet with our signal vendor for pricing and implementation. We do have to change the facing of the signals there. We are currently out to bid for the street resurfacing project. Engineers estimate is \$1.4 million dollars.

PUBLIC WRITINGS DISTRIBUTED

NONE

ADJOURNMENT

Chair Boegh adjourned the meeting at 9:26 p.m. the Public Safety Commission will meet on April 10, 2019 at 5:00 P.M. in the EOC for a joint City Council meeting.

Respectfully submitted,

JOHN N. INCONTRO