

CITY OF SAN MARINO

PUBLIC SAFETY COMMISSION AGENDA

Hunter Chang, Chair

Jeff Boozell, Vice Chair

Eugene Ramirez, Commission Member

Al Boegh, Commission Member

Victoria Firestone, Commission Member

Zillah Tobiano, Alternate



www.cityofsanmarino.org

(626) 300-0700 Phone

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City Hall Council Chambers

2200 Huntington Drive

San Marino, CA 91108

MONDAY, OCTOBER 5, 2020 AT 7:00 P.M.

The City of San Marino appreciates your attendance. Community interest provides the Public Safety Commission with valuable information regarding issues of the community.

Regular Meetings are held on the 1st Monday of every month.

In compliance with the American Disabilities Act, any person with a disability who requires a modification or accommodation in order to participate in a meeting should contact the Administration Department at (626) 300-0700 at least 48 hours prior to the meeting.

PURSUANT TO EXECUTIVE ORDERS N-33-20 AND N-29-20

In accordance with the Governor's Executive Orders N-33-20 and N-29-20, and given the health risk associated with COVID-19, this public hearing will be conducted via teleconference/virtual meeting, **without** a physical location from which members of the public may attend. Members of the public may access the meeting electronically via the zoom.us teleconference module (Computer for Video Streaming).

Members of the public may observe and offer comment at this meeting telephonically or otherwise electronically:

- 1) Public comment will be accepted by email to fire@cityofsanmarino.org before or during the meeting, prior to the close of public comment on an item, to be read by the Committee during public comment. Lengthy public comment may be summarized in the interest of time.
- 2) Public comment will also be accepted electronically via the zoom.us teleconference module.

If you are an individual with a disability and need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act ("ADA") please contact the City Clerk via email

at cityclerk@cityofsanmarino.org or by phone at (626) 300-0705 prior to the meeting for assistance.

How to participate in the meeting from home:

- 1) Via Computer for Video Streaming/Zoom Meeting
Website: <https://us02web.zoom.us/j/87931017240>
Meeting ID: 879 3101 7240
- 2) Via Phone for Audio Only:
Phone Number: (669) 900-9128
Meeting ID: 879 3101 7240
- 3) Submitting Public Comment
Submit public comments via email to fire@cityofsanmarino.org. Members of the public participating via the Zoom web app may select the raise hand function prior to the close of public comment on an item. Members of the public joining via telephone audio can select the raise hand function by dialing *9 on the telephone dial pad.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Chair Hunter Chang, Vice Chair Jeff Boozell, Commissioner Eugene Ramirez, Commissioner Al Boegh, Commissioner Victoria Firestone, and Alternate Zillah Tobiano

POSTING OF AGENDA

The agenda is posted 72 hours prior to each meeting at the following locations: City Hall, 2200 Huntington Drive, the Crowell Public Library, 1890 Huntington Drive and the Recreation Department, 1560 Pasqualito Drive. The agenda is also posted on the City's Website: <http://www.cityofsanmarino.org>

WRITTEN COMMUNICATIONS OR PUBLIC WRITINGS DISTRIBUTED

All public writings distributed by the City of San Marino to at least a majority of the Public Safety Commission regarding any item on this agenda will be made available at the Public Counter at City Hall located at 2200 Huntington Drive, San Marino, California 91108.

PUBLIC COMMENTS

Section 54954.3 of the Brown Act provides an opportunity for members of the public to address the Public Safety Commission on any item of interest to the public, before or during the Commission's consideration of the item, that is within the subject matter jurisdiction of the Public Safety Commission.

COMMISSIONER REPORTS

This is an opportunity for members of the Public Safety Commission to inform the public of any meetings or conferences they may have attended.

DEPARTMENT REPORTS

1. POLICE DEPARTMENT REPORT

Recommendation: Staff recommends that the Public Safety Commission receive and file the Police Department report.

2. FIRE DEPARTMENT REPORT

Recommendation: Staff recommends that the Public Safety Commission receive and file the Fire Department report.

3. PUBLIC WORKS DEPARTMENT REPORT

Recommendation: Staff recommends that the Public Safety Commission receive and file the Public Works Department report.

NEW BUSINESS

4. APPROVAL OF MINUTES

Recommendation: Staff recommends that the Public Safety Commission approve the minutes from September 14, 2020.

CONTINUED BUSINESS

5. REQUEST FOR EXEMPTION OF THE FORMAT OF THE PUBLIC SAFETY COMMISSION MINUTES

Recommendation: Adopt the Summary Format for Public Safety Commission Minutes, upon confirmation from the City Council; and direct staff to seek from the City Council an exemption for the format of minutes for the PSC.

ADJOURNMENT

The Public Safety Commission will adjourn to a regular meeting on **MONDAY, NOVEMBER 2, 2020 at 7:00 P.M.**

Dated: October 1, 2020
Posted: October 1, 2020

JENNIFER MCGEE
MANAGEMENT ANALYST

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POLICE DEPARTMENT REPORT

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City of San Marino

Staff Report

*Hunter Chang, Chair
Jeff Boozell, Vice-Chair
Eugene Ramirez, Commission Member
Al Boegh, Commission Member
Victoria Firestone, Commission Member
Zillah Tobiano, Alternate*

TO: Chair Chang and the Members of the Public Safety Commission

FROM: M. D. Rueda, Fire Chief

DATE: October 5, 2020

SUBJECT: FIRE DEPARTMENT UPDATE REPORT

BACKGROUND

The San Marino Fire Department is dedicated to providing the highest level of service to the residents and visitors of the City of San Marino. As such, each month the San Marino Fire Department provides an update on Department events and performance metrics to the public and to the Public Safety Commission.

MONTHLY PERFORMANCE METRICS

Since the last Public Safety Commission Meeting, the Fire Department has submitted the August Monthly Performance Metrics to the City Council. A copy of the August report has been included in this update. The report includes the number of responses made by the Department, training hours, Fire Prevention inspections, and the Department's cardiac arrest performance for the month of August.

CORONAVIRUS (COVID-19) RESPONSE

The Fire Department continues to maintain responsibility for the implementation of the elements of the City's Disease Pandemic Annex of the Emergency Operations Plan. The primary missions include crisis communications to the public, resident support through the hotline, and the operation of the City's Emergency Operations Center (EOC).

The Fire Department has also initiated a Recovery Leadership Team meeting to ensure the City is prepared as circumstances involving the pandemic change. Policies, procedures, physical enhancements for opening City facilities to the public have been completed, however, all City facilities remain closed until September 30, 2020.

The Fire Department has established policies and procedures for the daily and weekly sanitization of the Fire Department quarters, apparatus, and PPE during the COVID-19 response. The City continues to update employee screening and policies to ensure the health of all City staff. We are also monitoring updates from the Los Angeles Department of Public Health to provide residents with the latest information on health policies and openings of businesses and facilities, such as the playground in Lacy Park.

FIREFIGHTER OF THE YEAR

On Thursday, September 17, 2020 the San Marino Masonic Lodge named Firefighter Richard Fixsen and Corporal Brian Wong the Firefighter and Police Officer of the Year.

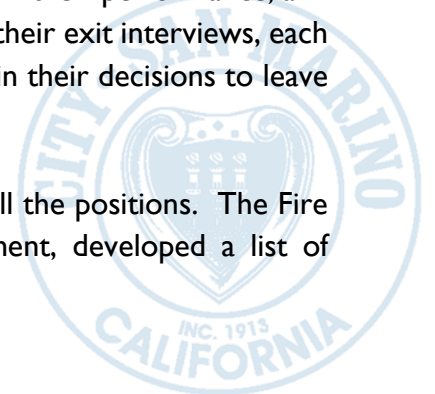
Firefighter Richard Fixsen was nominated for the Firefighter of the Year Award by Captain Dominic Petta. This is Firefighter Fixsen's first time receiving the Firefighter of the Year Award. Captain Petta based his nomination on Firefighter Fixsen's incredible mentorship of probationary firefighters, as well as his project management leadership for station renovations. As Captain Petta stated in his nomination, Firefighter Fixsen takes pride in helping to make the best firefighter we could ask for, and we are extremely lucky to have him as a member of our department.



STAFFING

During the month of September, two additional vacancies were created in the Fire Department by members that resigned for positions with the Los Angeles County Fire Department. Over the past year, five Firefighter/Paramedics resigned to secure employment with larger, more diverse fire departments. All five of these employees were exceptional in their performance, and stated they loved working in this Department and community. During their exit interviews, each of the five also stated that benefits, specifically pensions, played a role in their decisions to leave San Marino.

The Fire Department recently conducted 30 candidate interviews to fill the positions. The Fire Department, with the assistance of the Human Resources Department, developed a list of



successful candidates, and four of those individuals are undergoing background investigations. Three of the successful candidates will be offered conditional job offers.

APPARATUS DOORS

Construction was completed on the Fire Department's apparatus doors. All six solid panel doors have been replaced with tinted glass. The new doors provide an updated look to the fire station, and truly provide transparency.



TRAINING

Fire Department personnel participated in 373 hours of training during the month of August. Probationary firefighter training continued for the department's probationary firefighters. One probationary firefighter successfully completed his 8 month probationary examination.

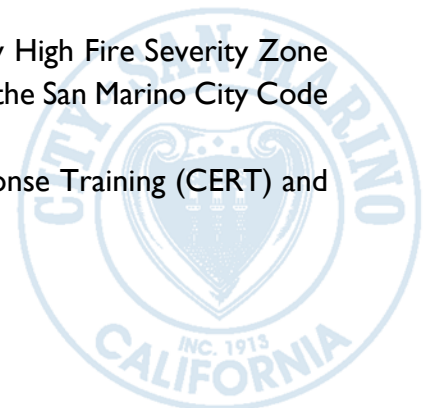
SIGNIFICANT INCIDENTS

On Wednesday, September 23 San Marino RA 91 provided medical support for the FBI during the service of a warrant in San Marino. The warrant was served without incident.

During the month of September, Fire Department personnel responded to an obstetric call within the City of San Marino. Fire Department personnel assisted the mother and father in the birth of a healthy baby boy.

FY 2020-21 DEPARTMENT OBJECTIVES

- Complete a multi-year review of the City of San Marino's Very High Fire Severity Zone to determine if the designated area in Chapter 14, Article 13 of the San Marino City Code remains suitable.
- Conduct a review of the current Community Emergency Response Training (CERT) and develop a "Citizen Fire Academy" for residents' participation.
- Upgrade and improve the Emergency Operations Center.



- Conduct a City-wide emergency operations exercise with City staff, Department Heads, and the School District.
- Review and revise the City's Emergency Operations Plan for City Council adoption.

ATTACHMENTS

- I. August 2020 Performance Report





City of San Marino

Memorandum

TO: Mayor and City Council
FROM: M. D. Rueda, Fire Chief
DATE: September 16, 2020

SUBJECT: FIRE DEPARTMENT MONTHLY PERFORMANCE REPORT

The attached San Marino Fire Department August 2020 Performance Report represents the incident data reports intended to meet the Improvement Goals referenced in the March 2, 2018 Report to City Council titled; Implementation Plan Fire Department Deployment Study. The Fire Department has been working closely with Verdugo Fire Dispatch (VFD) to ensure the accuracy of the data being reported. Some of the data sets are not currently available from VFD and are listed as N/A. VFD has been made aware of the San Marino Fire Department's interest in pursuing the data associated with the fire and life safety goals as approved by the City Council.

Improvement Goal A in the Report recommended the following:

Call Processing Goals

9-1-1 calls will be answered at the primary PSAP (Public Safety Answering Point) San Marino Police Department within 15 seconds, 95% of the time.

9-1-1 calls will be transferred from the primary PSAP to Verdugo Fire Dispatch within 30 seconds from the time answered, 95% of the time.

This data is not available.

Recommended Turnout Goal

Response personnel shall initiate the response of a unit capable of mitigating an incident to a priority fire and rescue incident 80 seconds from notification 90% of the time.

Response personnel shall initiate response to all other priority incidents within 60 seconds from notification 90% of the time.

Recommended First-Due Response Time Goal

The first response unit capable of initiating effective incident intervention shall arrive at a priority fire or rescue incident within 5 minutes and 20 seconds from notification of response personnel, 90 percent of the time.

The first response unit capable of initiating effective incident intervention shall arrive at all other priority incidents within 5 minutes from notification of response personnel, 90% of the time.

Recommended Response Force Goal

The full effective response force shall arrive at a moderate risk structure fire within 9 minutes and 20 seconds of notification of response personnel, 90% of the time.

This data is not available.

Cardiac Arrest Data

The Cardiac Arrest data set includes the total number of cardiac arrest patients treated by Firefighter/Paramedics. We always pray that the number is as low as possible. The more important data sets are the subsequent measures which include the number of times the Firefighter/Paramedics are successful in returning a patient's spontaneous circulation (ROSC) – our goal with ROSC is always 100%. Saving lives is why the Fire Department exists; unfortunately, this is not always in our control. Lastly, the subsequent data sets measure the percentages of correct treatments performed by the Firefighter/Paramedics.

Verdugo COVID-19 Response

Beginning in March 2020, Verdugo implemented increased screening measures and dispatch codes for COVID-19 patients. Verdugo now dispatches potential COVID-19 patients as a SICK2 response. This alerts Fire Department Paramedics to potential coronavirus infection, and triggers the protocol for the use of additional personal protective equipment (PPE). Dispatchers have been trained to ask a series of questions to identify potential COVID patients. The screening tool has increased the safety of responding personnel; however, it has also contributed to the increase in the time to process these 911 calls.

Attachments

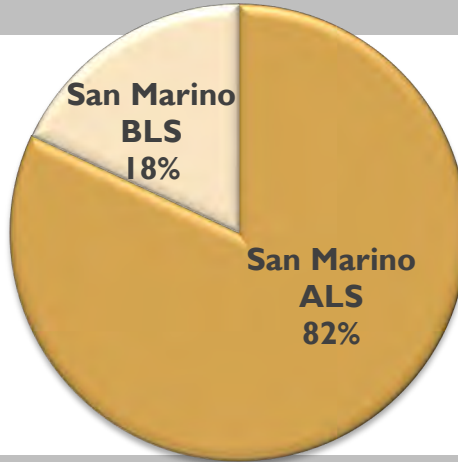
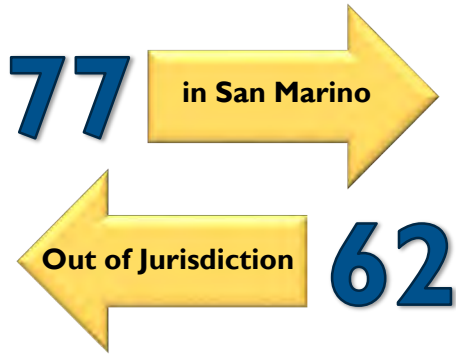
1. August Performance Datasheet
2. August Graphic Performance Report



San Marino Fire Department 2020 Monthly Report

		August	July	2020 Total	August 2019	2019 Total
Fire Responses		36	42	262	22	407
	San Marino	20	23	152	10	222
	Out of Jurisdiction	16	19	110	12	185
EMS Responses		95	89	812	148	1,419
	San Marino	50	54	438	58	710
	Out of Jurisdiction	45	35	374	90	709
	San Marino ALS	41	45	339	47	565
	San Marino BLS	9	9	99	11	145
Transports		34	47	376	85	746
	San Marino	23	32	239	43	460
	Out of Jurisdiction	11	15	137	42	286
Service Responses		8	12	69	6	87
	San Marino	7	10	62	5	79
	Out of Jurisdiction	1	2	7	1	8
Other Responses		0	0	2	0	5
	San Marino	0	0	2	0	3
	Out of Jurisdiction	0	0	0	0	2
Total Responses		139	143	1,145	176	1,918
	San Marino	77	87	654	73	1,014
	Out of Jurisdiction	62	56	491	103	904
Total Mutual Aid Received		12	22	120	14	262
Cardiac Arrests		0	1	8	2	10
	Total Return of Spontaneous Circulation Patients	N/A	0	4	2	3
	Documentation of Timely Vital Signs	N/A	100%	100%	100%	100%
	Documentation of Rhythm Changes	N/A	100%	100%	100%	100%
	Advanced Airway Placement Attempts	N/A	0	3	2	9
	Successful Advanced Airway Placement	N/A	N/A	100%	100%	78%
90th Percentile Response Times (San Marino)						
	Primary PSAP Call Answering	N/A	N/A	N/A	N/A	N/A
	Call Transfer Time (San Marino)	N/A	N/A	N/A	N/A	N/A
Medical	Alarm Handling Time (Verdugo)	0:02:21	0:02:19	0:02:04	0:01:25	0:01:38
Medical	Turnout Time	0:01:10	0:01:33	0:01:21	0:01:08	0:01:10
Medical	Total Response Time	0:06:20	0:06:39	0:06:10	0:05:44	0:05:50
Fire	Alarm Handling Time (Verdugo)	0:01:52	0:01:47	0:01:52	0:01:06	0:02:02
Fire	Turnout Time	0:01:47	0:01:42	0:01:31	0:01:25	0:01:16
Fire	Total Response Time	0:05:56	0:06:26	0:05:49	0:06:23	0:06:38
Effective Response Force		N/A	N/A	N/A	N/A	N/A
Number of Inspections		116	37	282	76	712
	Plan Checks	7	6	32	11	99
	Company Field Inspections	0	0	1	33	230
	Brush Inspections	68	8	83	0	79
	Fire Marshal Field Inspections	39	19	142	29	256
	Certificate of Occupancy Inspections	2	4	24	3	48
Training Hours		373	485	3,660	534	5,613
Total Hours Worked		5,753	5,085	41,909	5,175	60,760
Overtime Hours		2,197	1,306	8,412	1,106	14,768
	Bereavement	0	72	72	0	96
	Comp	24	0	33	0	230
	Emergency Operations Center	95	47	742	N/A	N/A
	Holiday	0	72	336	0	168
	Injury on Duty	24	0	604	181	4,125
	Investigation	49	115	282	19	153
	Other	118	30	322	32	556
	Outside/SE	0	0	24	0	312
	Shared Command	0	48	776	24	576
	Sick	264	144	1,893	312	3,258
	South Pasadena	168	0	216	193	1,138
	Strike Team	618	59	677	0	26
	Vacant Position	144	48	451	0	1,056
	Vacation	693	672	1,986	370	3,654

Incident Response



Total Incidents

139
Year to Date
1,145

Cardiac Arrest



0

Total Patients



N/A

Rhythm Documentation



N/A

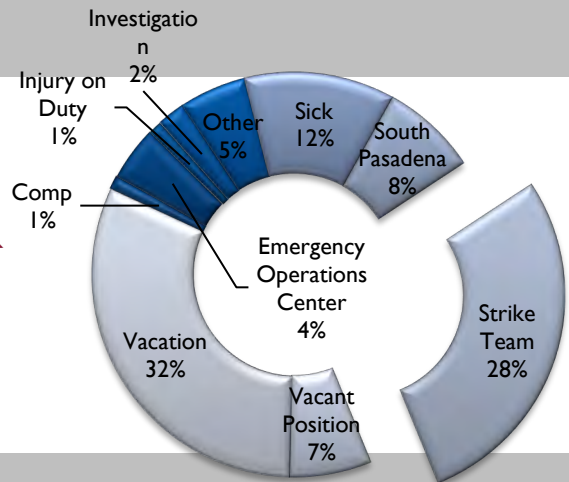
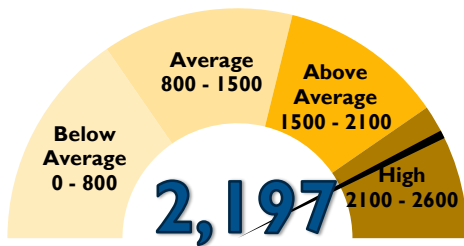
Timely Vitals



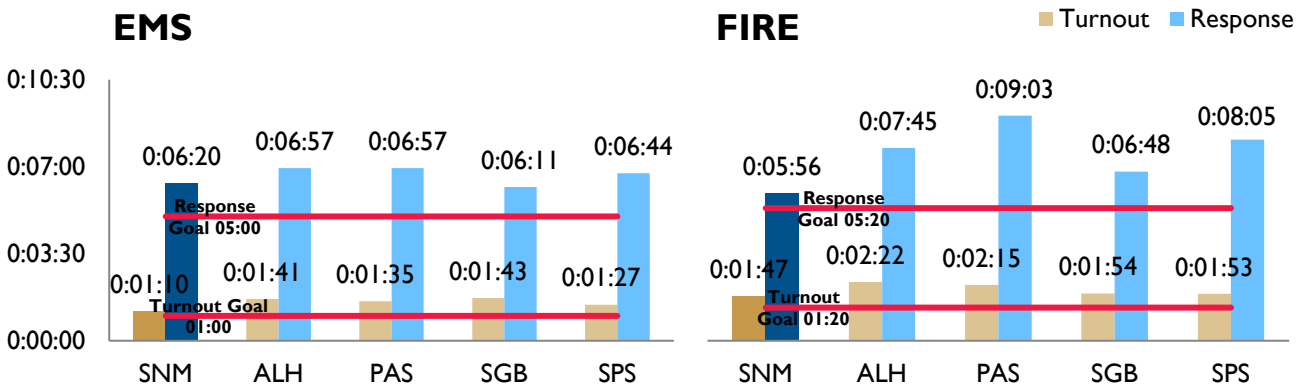
N/A

Airway Placement

Overtime Hours



90th Percentile Times






City of San Marino

Memorandum

TO: Chair Chang and members of the Public Safety Commission

FROM: Michael Throne, PE, Director of Parks & Public Works/City Engineer 

DATE: October 5, 2020

SUBJECT: SEPTEMBER THROUGH OCTOBER PARKS AND PUBLIC WORKS UPDATE

Please accept the following as a summary of notable activities that have been accomplished, are underway or are planned for the balance of this month through your next regularly scheduled commission meeting.

Projects in or near Construction

- The Lacy Park restroom contractor is finishing with the roof tiles and other minor items as they await delivery of the doors, which has been delayed due to the supplier being impacted by the pandemic. As this delay was unforeseeable, the City has requested an updated completion schedule from the contractor (the current date of completion was October 6, 2020).
- The annual street rehabilitation project began in July and was scheduled to be completed on August 18, 2020. However, they encountered unspecified delays (independent from pandemic-related issues such as noted above) caused by their striping subcontractor. All striping has been completed including the traffic signal loops and they are working on completing a punchlist of outstanding items. The City is assessing liquidated damages per the contract until the time the project has been declared completed.
- The materials needed to replace all the streetlights on Belhaven Road were ordered and expected in the coming weeks [no change from June 15]
- The overhead apparatus bay doors at the fire station were installed and the contractor is scheduled to complete their punchlist of remaining items in the next week

Projects in Design/Out-to-Bid

- Engineering proposals were solicited from qualified engineering firms and received for the design of this fiscal year's street rehabilitation project. The contract is with the city attorney for their review. [no change from September 14]

Projects under Study/Analysis

- The City Council met this past Friday to provide direction to the City Manager regarding architectural design features to be included with the renovation of the San Marino Center. City staff and the architect will be working with the SMC community task force on integrating those features into an updated site and floor plan and building elevations with the ultimate goal of presenting the updated plans to the City Council on December 9.
- As reported previously, the caution signs placed two month ago on Cumberland Road proved successful and, with the support of the neighborhood, the Department is placing similar signs on Raleigh Drive. We will be keeping the signs up for the next several weeks and monitor their effectiveness.
- The citywide traffic study by Iteris is also underway and the draft will be brought to the Commission by late summer [no change from June 15]
- Our biennial pavement condition survey will commence in early October and includes all our alleys and parking lots. This will be an opportunity to establish a baseline condition and plan for future rehabilitation work on these assets. [no change from September 14]



Maintenance Activities

- The Parks and Public Works Department is pursuing its normal maintenance schedule with some added tasks of improving the air condition system of the police department 911 server room and resolving a bug infestation and rodent problem in the city hall basement, police station and fire house [ongoing from September 14]

Other Department Activities

- The Department continues to support the City's Covid-19 response plan including the potential reopening of the Lacy Park playground in the coming weeks

Attachments

- None



**MINUTES
PUBLIC SAFETY COMMISSION SPECIAL MEETING
SEPTEMBER 14, 2020 - 7:00 p.m.**

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

PLEDGE OF ALLEGIANCE: Chair Chang led the Pledge of Allegiance

ROLL CALL: PRESENT: Chair Hunter Chang, Vice Chair Jeff Boozell, Commission Member Eugene Ramirez, Commission Member Al Boegh, Commission Member Victoria Firestone, Alternate Zillah Tobiano

ABSENT: None

CITY OFFICIALS PRESENT: Police Chief John Incontro, Fire Chief Mario Rueda

WRITTEN COMMUNICATIONS OR PUBLIC WRITINGS DISTRIBUTED

None

PUBLIC COMMENTS:

The following person(s) spoke:

None

ADMINISTRATIVE BUSINESS

I. INTRODUCTION OF NEW COMMISSION MEMBERS

DEPARTMENT REPORTS

2. POLICE DEPARTMENT REPORT

Chief Incontro presented the Police Department report for the month of August.

Commission Member Boegh moved, seconded by Vice Chair Boozell, to receive and file the Police Department report.

Motion passed by the following vote:

AYES: Chair Chang, Vice Chair Boozell, Commission Member Ramirez, Commission Member Boegh, Commission Member Firestone, Alternate Tobiano.

NOES: None

ABSTAIN: None

ABSENT: None

3. FIRE DEPARTMENT REPORT

Chief Rueda presented the Fire Department report for the month of August.

Vice Chair Boozell moved, seconded by Commission Member Boegh to receive and file the Fire Department report.

Motion passed by the following vote:

AYES: Chair Chang, Vice Chair Boozell, Commission Member Ramirez, Commission Member Boegh, Commission Member Firestone, Alternate Tobiano.
NOES: None
ABSTAIN: None
ABSENT: None

4. PUBLIC WORKS DEPARTMENT REPORT

Commission Member Boegh moved, seconded by Commission Member Ramirez, to receive and file the Parks and Public Works Department report.

Motion passed by the following vote:

AYES: Chair Chang, Vice Chair Boozell, Commission Member Ramirez, Commission Member Boegh, Commission Member Firestone, Alternate Tobiano.
NOES: None
ABSTAIN: None
ABSENT: None

Chair Chang assigned the new members of the Public Safety Commission as liaisons to the following Departments:

Parks and Public Works Department: Council Member Firestone
Fire Department: Alternate Tobiano

NEW BUSINESS

5. APPROVAL OF MINUTES

Commission Member Ramirez moved, seconded by Vice Chair Boozell, to approve the minutes of the Public Safety Commission meeting of Monday, August 3, 2020.

Motion passed by the following vote:

AYES: Chair Chang, Vice Chair Boozell, Commission Member Ramirez, Commission Member Boegh, Commission Member Firestone, Alternate Tobiano.
NOES: None
ABSTAIN: None
ABSENT: None

6. REQUEST FOR EXEMPTION OF THE FORMAT OF THE PUBLIC SAFETY COMMISSION MINUTES

Chief Incontro presented the staff report on the request for exemption of the format of the public safety commission minutes.

Vice Chair Boozell moved, seconded by Commission Member Boegh, to adopt the summary format for Public Safety Commission Minutes, upon confirmation from the City Council; and direct staff to seek from the City Council an exemption for the format of minutes for the PSC.

Commission Member Ramirez stated his concerns for the burden on staff.

Chief Incontro stated he would consult with the City Clerk and the City Attorney regarding incorporating summary minutes to specific Agenda items as designated by the Public Safety Commission.

Vice Chair Boozell withdrew his motion.

7. PURCHASE OF RESCUE AMBULANCE TO REPLACE RESERVE AMBULANCE 791

Chief Rueda presented the report on the purchase of rescue ambulance to replace Reserve Ambulance 791.

Commission Member Ramirez moved, seconded by Vice Chair Boozell, to receive and file the report on the purchase of rescue ambulance to replace Reserve Ambulance 791.

Motion passed by the following vote:

AYES:	Chair Chang, Vice Chair Boozell, Commission Member Ramirez, Commission Member Boegh, Commission Member Firestone, Alternate Tobiano.
NOES:	None
ABSTAIN:	None
ABSENT:	None

ADJOURNMENT

Chair Chang adjourned the meeting at 7:57 p.m.

JENNIFER MCGEE
ADMINISTRATIVE ANALYST

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City of San Marino

Staff Report

*Hunter Chang, Chair
Jeff Boozell, Vice-Chair
Eugene Ramirez, Commission Member
Al Boegh, Commission Member
Victoria Firestone, Commission Member
Zillah Tobiano, Alternate*

TO: Chairman Chang and the members of the Public Safety Committee

FROM: Police Chief John N Incontro

BY: Police Chief John N Incontro

DATE: September 14, 2020

SUBJECT: REQUEST FOR EXEMPTION OF THE FORMAT OF PUBLIC SAFETY COMMISSION MINUTES

BACKGROUND

The City Clerk and staff prepare minutes for all City Council and City advisory body meetings, including meetings of the Public Safety Commission (PSC). The minutes are the official record of the meeting and reflect the type of meeting, when and where the meeting was held, beginning and ending times, officials present, issues that were discussed, action taken, and how members voted.

There are three basic types of formats for minutes, action, summary, and verbatim. Action minutes reflect the action taken, including the maker and second of motions, and the vote of each motion. The content of presentations and discussions are not included in action minutes. Summary minutes include the information in action minutes plus a summary of points discussed and individuals' comments. Verbatim minutes are a "word by word" transcript of the proceedings. A majority of California cities prepare action minutes, including the City of San Marino.

DISCUSSION

On September 8, 2020, during a discussion with the Chair, it was requested that at the next Public Safety Commission meeting a discussion of agenda minutes formatting be placed on the Agenda for the September 14, 2020.

On average, the time to prepare summary minutes will take twice as much time to complete compared to action minutes. A transition to action minutes has been found to streamline the minute-making process and allows for a more efficient use of staff time. Thus, the San Marino City Council voted to move to the action minute format on April 9, 2014, which impacted City

Council and advisory body records. A change to summary minutes would increase the time to complete minutes to approximately 20 hours. This will have an operational effect on the Fire or Police Staff as it relates to currently assigned duties.

Each meeting of the PSC is recorded and is available online to the public through the City Website, https://www.cityofsanmarino.org/government/agendas___minutes_/2020.php. If a member of the PSC or the public would need additional information it can be accessed for their use.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the PSC continue to complete agenda minutes in action minute format due to the increase in staff time to complete and review minutes for the PSC. Or, if the PSC seeks the adoption of a revised format for PSC meeting minutes they may direct staff to take the request to the City to seek an exemption. If the PSC concurs with staff's recommendation there will be no further action. If the PSC requests a change in format an appropriate motion would be:

“I move to adopt the Summary Format for Public Safety Commission Minutes, upon confirmation from the City Council; and direct staff to seek from the City Council an exemption for the format of minutes for the PSC.”

ATTACHMENTS

I. None

