



## Public Safety Commission Meeting Minutes

Travis Menard, Chairperson  
Janet Peterson, Vice-Chairperson  
Tim Arvidson  
Bonnie Dews  
David Dostaler  
Kerstin Keough  
Ruby Martinez  
Kieth Moreland  
Dan Smoker

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Thursday, December 6, 2018

3:00 PM

Castle Rock Fire & Rescue  
Headquarters  
300 Perry Street  
Castle Rock, CO 80104

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This meeting is open to the public. Please note that all times indicated on the agenda are approximate and interested parties are encouraged to be present earlier than the posted time.

### Call to Order and Attendance

Chairperson Menard called the meeting to order at 3:00 p.m.

**Present** 9 - Bonnie Dews, Ruby Martinez, Travis Menard, Kieth Moreland, Janet Peterson, Tim Arvidson, David Dostaler, Kerstin Keough, and Dan Smoker

**Attendance** 3 - Norris Croom, Jack Cauley, and Deborah Stanley

### Approval of Meeting Minutes

[PS 2018-030](#) Public Safety Commission meeting minutes - November 1, 2018

Attachments: [PSC11-01-2018 Minutes-Draft](#)

Mr. Smoker moved to approve the November 1, 2018 minutes. Ms. Keough seconded the motion; all were in favor and the motion carried.

**Yes:** 9 - Dews, Martinez, Menard, Moreland, Peterson, Arvidson, Dostaler, Keough, and Smoker

### Fire Department Report

[PS 2018-028](#) CRFD October Report

Attachments: [Fire](#)

- Deputy Chief (DC) Martin introduced himself and presented a brief background. Chief Croom is away attending a conference.
- The Fire Department's October monthly report was distributed.
- Department promotions/vacancies -
  - Jason Butts was promoted to Battalion Chief (BC) on November 25, filling the position vacated by DC Martin.
  - Jeff Helle was promoted to Lieutenant (LT) on December 3, filling the position vacated by BC Butts.
  - Capt. Piper retired at the end of November. His position should be filled by year end. This position may be filled with an existing LT, which will create an open LT position.
- DC Martin gave a brief discussion on the Fire Department's Peer

Support group and the programs it provides.

- Fire and Police have started moving into the Training Campus North Building.
  - Construction of the classroom building is scheduled for 2019.
  - Fire Department members moving into the North Building include the Training Chief, Training Captain, Fleet Technician and Support Services Technician.
  - Police Department personnel will not be moving into the building at this time.

## Police Department Report

[PS 2018-029](#)    CRPD October Report

Attachments: [Police](#)

- Chief Cauley distributed the Police Department's November monthly report.
  - The format of the monthly report is under revision and in the future, will more closely follow the department's Strategic Plan. The first issue of the new report will be distributed in February.
  - Is the Strategic Plan available online? The report must first go to Council (either February or March) for approval.
- The Police and Fire Department are hosting a joint Strategic Plan Open House on December 11 from 6 to 8 pm at Station 154 (Prairie Hawk Drive). This is the first time the two departments have hosted a joint session. Everyone is invited to attend.
- The department recently added six new Victim Assistance volunteers.
- The Co-Responder team has been doing great work and is definitely making a difference (see back page of monthly report). A dedicated position for this program has been approved for 2019.
  - Brief discussion on the response model.
  - Dispatchers are trained in mental health issues.
  - Goal is to train all First Responders in critical incidents.
  - The 40-hour class is only held several times a year. It is a huge commitment for the department.
- The department is on pace to fill its open positions by the first of the year.
  - The selected candidate for the new Crime Analyst position is ready to start January 7.
  - There are three dispatch openings. Two candidates have been selected and the department will repost for the third after the first of the year.
- The department's next "Coffee with a Cop" is scheduled for tomorrow, December 7, 11:00 am at Pegasus.

- How popular is this program? It depends on the venue. This location usually has between 15 and 20 people in attendance.
  - We are still fine tuning the program and are mixing up the time and place to broaden our audience.
  - The program will use themes for each of its meetings next year.
- This Saturday (December 8) the department will host its annual Hero's and Helpers event for disadvantaged families.
  - Event is in partnership with Target. Donations come from multiple sources.
  - Police and Fire members volunteer to help shop and wrap gifts for selected families.
  - Volunteers should arrive between 6:45 - 7:00 am at Target. The event is a lot of fun.
  - Chick-fil-a provides the breakfast. The Fire Department brings Santa on their truck.
- Chief Cauley spoke about the department's Leadership class.
  - All sergeants and above have taken the class.
  - The class is now available to all corporals and anyone else interested in attending.
  - Would like to see everyone go through it.
  - The class has prompted good discussions, different perspectives and provided a lot of benefit to the department.
  - The purpose of this program is to give tools and education to younger officers to help prepare them for future leadership roles.
- The department has one police service dog (PSD) and plans to purchase a second PSD along with selecting a new canine officer next year once everyone is hired.
- The Zach Parrish Park (in the Meadows), is scheduled to open in late spring. There will be a ribbon cutting ceremony to mark the occasion.

## **New Business**

N/A

## **Old Business**

N/A

## **Commissioner Comments and Questions**

- Ruby Martinez and Janet Sloan worked a Code Red booth at Starlighting along with two dispatchers. The booth was well attended and a lot of Code Red literature was distributed.
- The ACC Campus is nearly finished. Who should be contacted to conduct a walk through? Police - Commander Varela, Fire - DC Martin.
- Status of commission member polo shirts? Polo's, t-shirts, nametags and badges will no longer be provided to commission members.
- With a new Mayor, will there be any changes to commission selections? No, commission policies should stay the same.

## Adjourn

Chairperson Menard requested a motion to adjourn.

**Mr. Moreland made a motion to adjourn the meeting; Mr. Dostaler seconded the motion. The meeting adjourned at 4:00 p.m.**

**Yes:** 9 - Dews, Martinez, Menard, Moreland, Peterson, Arvidson, Dostaler, Keough, and Smoker

**The next Public Safety Commission meeting is scheduled for January 3, 2019 at 3:00 p.m. at the Police Department.**