

**City of Westminster City Council Study Session  
July 17, 2006**

Mayor McNally called the Study Session to order at 6:36 PM. All Council was in attendance.

City Staff in attendance included: City Manager Brent McFall; Assistant City Manager Steve Smithers; City Attorney Marty McCullough; Fire Chief Jim Cloud; Police Chief Dan Montgomery; Management Intern Aric Otzelberger; Assistant to the City Manager Barbara Opie; Sr. Management Analyst Carol Workman; Public Information Specialist Carol Jones; Fire Captain Rich Welz; Deputy Chief Ken Watkins; Deputy Fire Marshall Doug Hall; Fire Captain Herb George; Fire Lt. Bob Hose; Firefighter Tony Calabrese; Administrative Secretary Melissa Salazar.

The guests in attendance were Evie Hemphill with the Westminster Window, Diane Schwartz, Martin Goughnour, Phil Kouwe, Conrad Kristensen, and Bruce Caldwell, all of Emergency Services Consulting, inc., and Jane Fancher.

**Performance and Resource Study Review**

Emergency Services Consulting Inc. (ESCi) has completed a performance and resource study of the Westminster Fire Department. This study, entitled “Westminster Fire Department Master Plan,” included a review of current performance and projects resource needs into the year 2025.

Significant findings from the report include:

- The Westminster Fire Department is well managed and equipped with a cadre of dedicated uniformed emergency workers who provide an excellent level of fire and emergency medical service to the Westminster community;
- Some of the department’s facilities are inadequate to house emergency equipment and personnel. The training grounds are inadequate for a fire department of the size and character of Westminster;
- The department should actively participate in automatic aid agreements with neighboring emergency providers;
- A number of important issues exist between the Fire Department and the communications center that need to be addressed and resolved in the near future;
- Based on current and planned development, the location of existing fire stations is good. Future projections do not indicate a need for additional fire stations;
- The long-term plan calls for additional resources to be phased in where and when justified by either increasing service demand or by the inability to maintain response goals. These additional resources include:
  - Emergency apparatus – 2<sup>nd</sup> engine at Station 1, a dedicated engine at Station 3, a ladder at Station 6, a 2<sup>nd</sup> ambulance at Station 2, and an ambulance at Station 6.
  - Emergency personnel –additional firefighting personnel to staff the additional apparatus.
  - Administrative and support personnel –additional personnel to support expanded emergency operations.

No action was necessary; this was an informative update only.

**Public Safety Tax Update**

Police Chief Dan Montgomery and Fire Chief Jim Cloud updated City Council on the impact of the Public Safety Tax within the Fire and Police Departments. Most significantly, the following are direct results of the Public Safety Tax:

- Fire Department Highlights;
- The hire and training of an additional 35.0 FTE fire personal;
- Placed a seventh engine and a fourth ambulance into service;
- 17% reduction in total response times and 55% reduction in call processing times ;
- Centralized fire investigations resulting in a 2005 conviction rate of 39%;
- 155% increase in public fire and life safety education related citizen contacts;
- Expanded participation in a Wildland Fire Suppression Team and involvement with the regional FEMA Urban Search and Rescue Task Force.
  
- Police Department Highlights
  - The hire and training of an additional 40.0 FTE police personnel;
  - 8% reduction in total response times and 37% reduction in call processing times;
  - Increased accountability for sex offender registration and home verification;
  - Addition of a Senior citizen Liaison Officer;
  - Implementation of the “Drive Wise” traffic program;
  - Reduction of average turnaround time on crime lab requests from 15.38 to 4.59 days;
  - In Addition, 4.6 FTE Police positions have been added using PST resources since the initial tax was instituted.

No action was necessary; this was an informative update only.

Mayor McNally adjourned the Study Session at 8:46 PM.