

SAFETY COMMITTEE

JANUARY 23, 2017

The meeting was called to order at 5:00 p.m. by Chairman Nelson Evans. Committee members present were Nelson Evans, Jim Matuszak and Rick Rettig. Also present was City Administrator Bridgette Kabat.

PERMISSION TO ENTER INTO AGREEMENT WITH ETICO SOLUTIONS, INC. – POLICE DIVISION

Chief Paez requested permission to enter into an agreement with Etico Solutions, Inc. to do an analysis of staffing levels for the Police Division. He said that the analysis will help in determining when it is appropriate to hire additional personnel to maintain our standard of service. The cost of the study is \$30,000 and it will take about a year to complete. The study will use CAD data for four or five years and takes into account items such as population, demographics, patrol activities, and how long between times a patrol unit passes a certain point. Chief Paez said at the end of the study the City will receive the spreadsheet so it can be updated internally in the future. Mr. Matuszak asked if there is money in the budget for this and if the contract is a not to exceed amount. Chief Paez said it is in the budget and it is a not to exceed amount. Mr. Matuszak asked if we know any other cities that used this company. Chief Paez said that Madison, Wisconsin's study is online and they have done one for Corpus Christi, Texas and have worked with the Association of Chiefs of Police. The Committee agreed 3-0 to recommend approval of the contract with Etico Solutions, Inc.

RFQ FOR ARCHITECTURAL AND ENGINEERING FIRMS AND CONSTRUCTION MANAGEMENT SERVICES FOR SECOND FIRE STATION

Ms. Kabat requested permission to do RFQ's for architectural and engineering and construction management services for the second fire station. She said that they will get proposals, do interviews and then bring back the request for two separate contracts to City Council. She said that they are getting RFQ's from other cities that have built fire stations recently. Mr. Evans asked what kind of timeline she is anticipating. Ms. Kabat said that it will take a couple of weeks to put the RFQ's together, then three to four weeks to get responses. After the qualifications are reviewed, the top two or three firms will be asked to do presentations which will provide an opportunity to see how they interact with us. Then they will sit down with the top firm to discuss a contract which will come back to City Council. Mr. Matuszak asked if this includes construction, and Ms. Kabat said it does not. Ms. Kabat added that there are dollars in the budget for these services. The Committee agreed 3-0 to recommend approval of legislation authorizing the Administration to move forward with RFQ's for architectural and engineering firms and construction management services for a second fire station.

OTHER BUSINESS

Ms. Kabat distributed a packet to Committee members regarding medical marijuana which has been approved by the State and goes into effect in September. She stated that

she has asked the Police Chief and Prosecutor to go through the law as it is today and at next month's meeting they will be in attendance with the Law Director to discuss. The Committee will be looking at the manufacturing, distribution, cultivation, processing and dispensaries within the City. Ms. Kabat asked the Committee to review the information and email her with questions so they can be sure to have an answer for the next meeting.

There being no further business, the meeting adjourned at 5:43 p.m.

Respectfully submitted,

Nelson Evans, Chairman
Safety Committee

Next meeting: Monday, February 27, 2017 at 6:00 p.m.